



PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

INDEX

Criteria No. : 6 – Governance, Leadership and Management

Key Indicator : 6.2 Strategy Development and Deployment

Metric No. : 6.2.2 (QIM)

File Name : The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures.

(Academic Year 2021-2022)

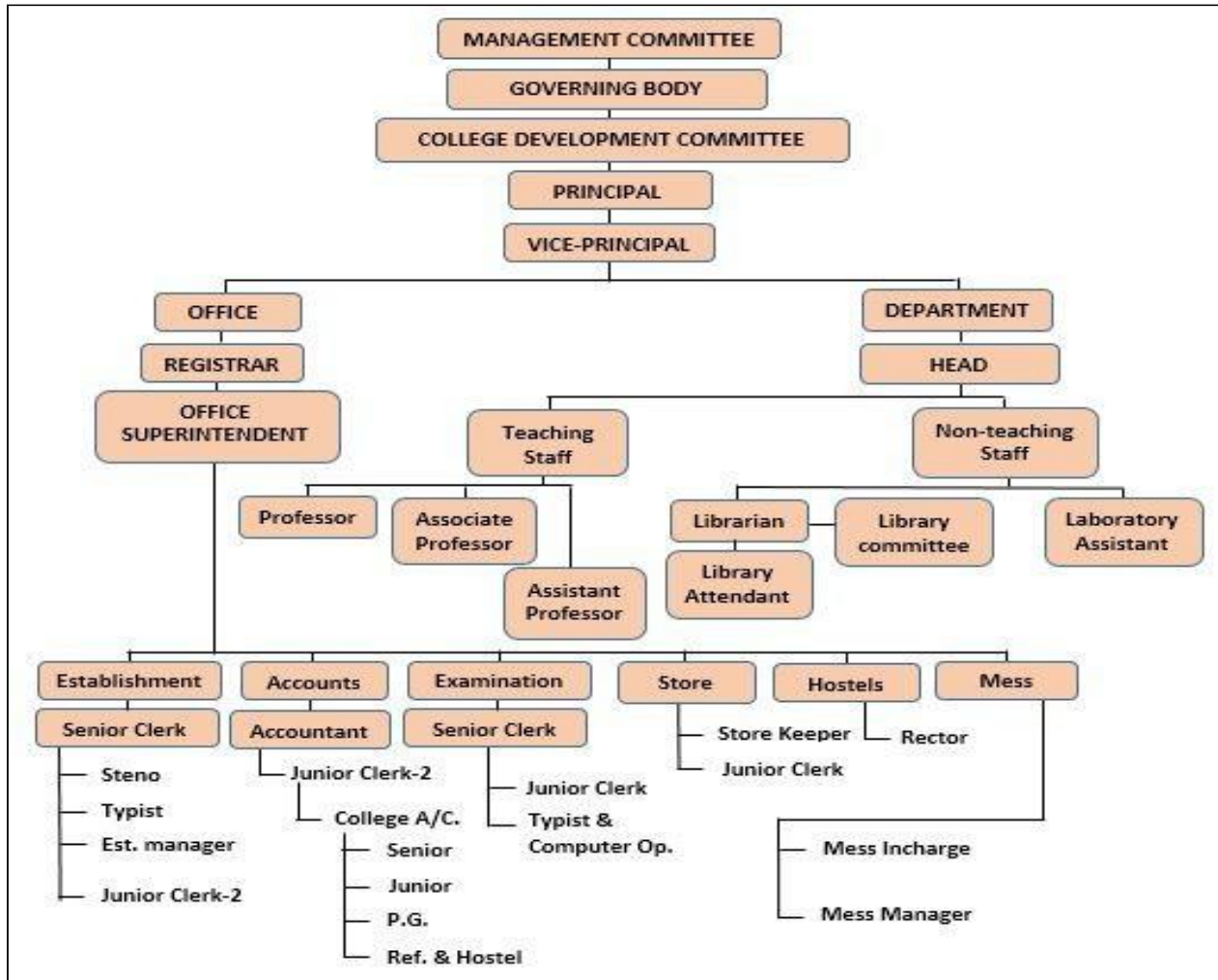
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Principal
Pravara Rural College of Pharmacy
Pravaranagar, A/p.Loni-413 736



ORGANOGRAM

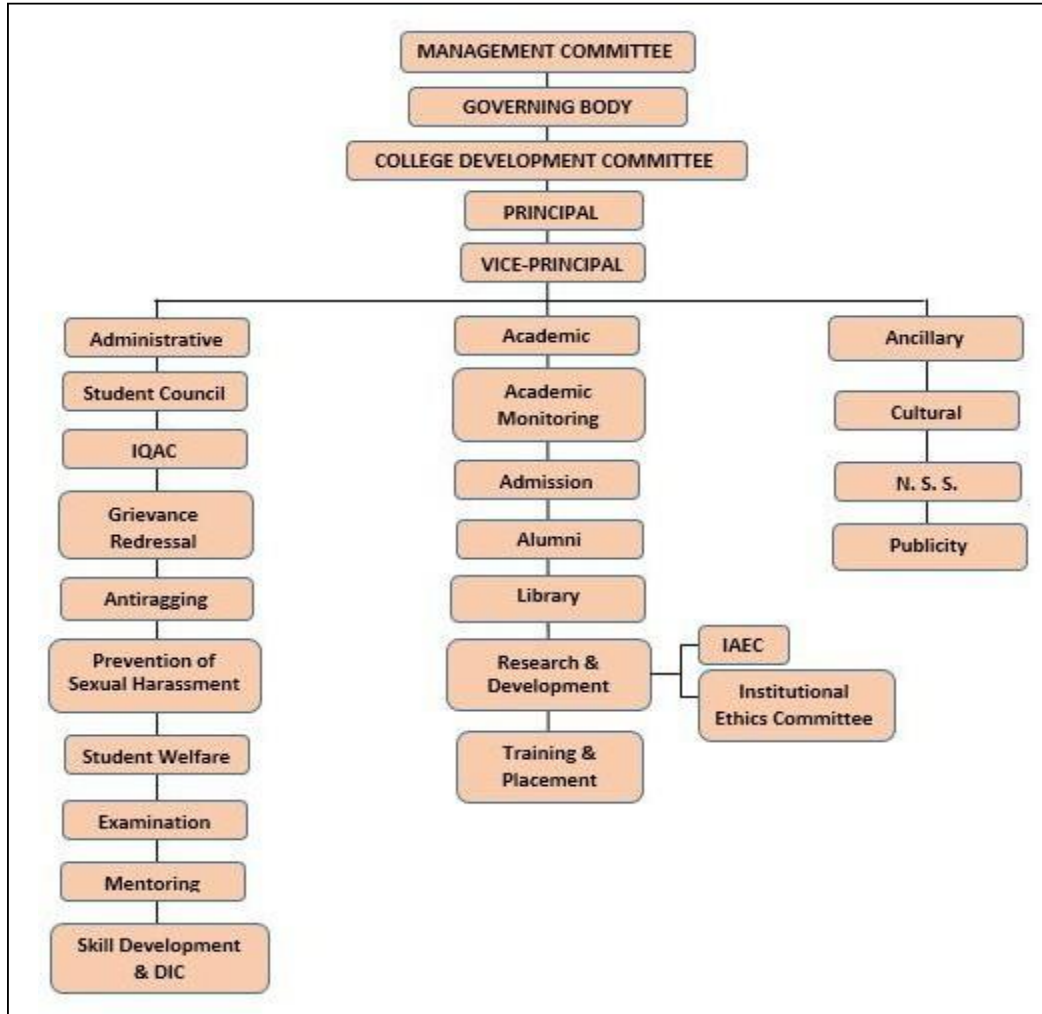


Pravara

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DECENTRALISATION SET UP



Principal

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Pravara Rural College of Pharmacy
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POLICY DOCUMENT FOR STAFF SELECTION COMMITTEE OF GOVERNING BODY

1. Introduction:

Selection Committee occupies an important decision point for a smooth and uniform development of the institute. The focus of this policy document is to identify and place right person for the right job and defined level of performance measured by certain criteria of selection.

2. Objectives:

To identify resourceful and efficient workforce, to develop an organizational work culture where there is a room for every one's development.

3. There shall be Staff Selection Committee for the institute to recommend selection of following categories of staff.

- a) Teaching staff
- b) Non-teaching staff

a) Teaching Staff:

The Staff Selection Committee for the teaching staff for the post of Director, Professors, Associate Professors and Assistant Professors shall consist of the following members.

i) For Director :

- a. Chairman, Chairman of the Governing Body of the Institute.
- b. Two Vice-Chancellor's Nominees, out of whom one should be an expert
- c. One member of the Governing Body
- d. Three Experts consisting of a Director of the institute, a Professor and an accomplished educationist not below the rank of Professor (to be nominated by the Governing Body) out of panel of experts approved by the Vice-Chancellor.

ii) For Professor/Associate Professor / Assistant Professor :

- a) Chairman, Chairman of the Governing Body of the Institute.
- b) Two Vice-Chancellor's Nominees, out of whom one should be an expert
- c) Two subject experts not connected with the institute to be nominated by the Chairman of the Governing Body of the institute out of a panel of names approved by the Vice Chancellor.
- d) Director of the Institute.



- e) If the post is reserved one, the Vice Chancellor shall nominate one additional member belonging to University Reservation Cell.

[The constitution of selection committee and the cadre of teaching staff will depend upon the guidelines of the affiliating body and the apex body granting approval to the institution.)

- 1) The meeting of the staff selection committee shall normally be arranged in the month of April/May or as and when need arises.
- 2) Before the meeting of the Staff Selection Committee is organized following procedures shall be completed.
 - i. Selection of teaching posts – The vacancies shall be indentified from the roster maintained by the institute/trust before March every year.
 - ii. After identification of vacancies, qualifications and experience etc., shall be clearly noted against category of each vacant post.
 - iii. The approval of Governing Body/ Local Managing Committee shall be obtained before a request letter is sent to University for approval of the vacancies.
 - iv. A request letter shall be sent to the University for approval of the vacancies as per the roster and also the approval of the draft advertisement. The posts shall be widely advertised in at least one national and one local news paper giving fifteen days for receipt of application forms (sample format as per appendix I).
 - v. The vacancy notified shall be informed to Reservation Cell, University Employment Bureau, Social Welfare Officer, Tribal Development Directorate, Nashik Road, Tribal Development Officer, Pune, Project Officer, Sal, M.S.Co.Op.Tribal Development Corporation, Nashik.
 - vi. The candidates may apply against the posts giving their details regarding local/permanent address, date of birth, category, educational qualification, teaching/ industry experience, information about faculty development programme, Seminars, Conferences attended etc. in the prescribed application format.
 - vii. The application shall be scrutinized by the Registrar/ Office Superintendent in consultation with the Director/ Senior faculty nominated for the purpose and a list of eligible candidates shall be prepared.
 - viii. A request letter shall be sent to the University/Board for appointment of Staff Selection Committee for the teaching staff.
 - ix. After receiving the names of the experts of the panel of the staff selection committee appointed by the University/Board through a letter, a suitable date /dates shall be fixed in consultation with the staff selection committee members giving clear fifteen days notice to the eligible candidates and the members. The particulars of each



candidate called for interview, in consultation with the head of the department/ Principal of the Institute shall be supplied to each member, so as to reach him/her seven days before the date of the meeting.

- x. Call letters shall be sent to the eligible candidates under certificate of posting. The candidates shall be asked to bring their original documents with them on the date of the interview for verification.
- xi. On the day of the interview, the candidate's original documents are verified by the registrar/ office superintendent or through a committee appointed for the purpose and placed before the selection committee to facilitate them to conduct the interview.
- xii. The selection committee shall prepare the merit list of the selected candidates and recommend them to the University in the prescribed format within 72 hours of the meeting (see appendix .II)
- xiii. A copy of the selection committee report is retained in the institute for issuing offer of appointments/ order of appointments as a follow up action.

Local Selection Committee for filling the temporary vacancies:

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the appointing authority on the recommendation of the Principal of the institute shall fill in the temporary basis.

If the vacancy exceeds the period of a term but does not exceed more than a year, the vacancy will be filled in by the appointing authority on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the competent authority.

- a) Chairman, Chairman of the Governing Body or his nominee
- b) Principal of the Institute
- c) The senior most faculty member of the institute
- d) One expert in the subject concerned nominated by the Chairman of the Governing Body out of a panel suggested by the University.

The Principal of the institute shall be the Secretary of the committee.

b. Non-Teaching staff:

The staff selection committee for the non teaching staff shall consist of the following members.

- 1) Chairman, Chairman of the Governing Body or his nominee
- 2) Principal of the Institute
- 3) One senior most faculty member of the institute
- 4) An expert nominated by the Principal



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5) Registrar/Office superintendent – Member Secretary

For the post of Office Superintendent,

- 1) Chairman, Chairman of the Governing Body or his nominee
- 2) Principal of the Institute
- 3) One senior most faculty member of the institute
- 4) An expert nominated by the Principal

The vacancies so identified shall be placed before the Local Managing Committee / Governing Body for their information.

- a) The posts shall be widely advertised in local news paper giving fifteen days from receipt of application forms.
- b) The candidates may apply against the posts giving their details regarding local/permanent address, date of birth, category, educational qualification and experience etc., in the prescribed application format.
- c) The application shall be scrutinized by the Registrar/Office Superintendent in consultation with the Principal/ Senior faculty nominated for the purpose and a list of eligible candidates shall be prepared.
- d) A suitable date / dates shall be fixed in the consultation of the staff selection committee members giving clear fifteen days notice to the eligible candidates and the members.
- e) Call letter shall be sent to the eligible candidates under certificate of posting. The candidates shall be asked to bring their original documents with them on the date of the interview for verification.
- f) On the day of the interview, the candidate's original documents are verified by the Registrar / Office superintendent or through a committee appointed for the purpose and placed before the selection committee to facilitate them to conduct the interview.
- g) The selection committee shall prepare the merit list of the selected candidates and recommend them to the Chairman of the Governing Body.
- h) In case of urgent needs walk-in-interview may be arranged to fill the vacancies of the non teaching posts.




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POLICY ON GRIEVANCE REDRESSAL

Preamble:

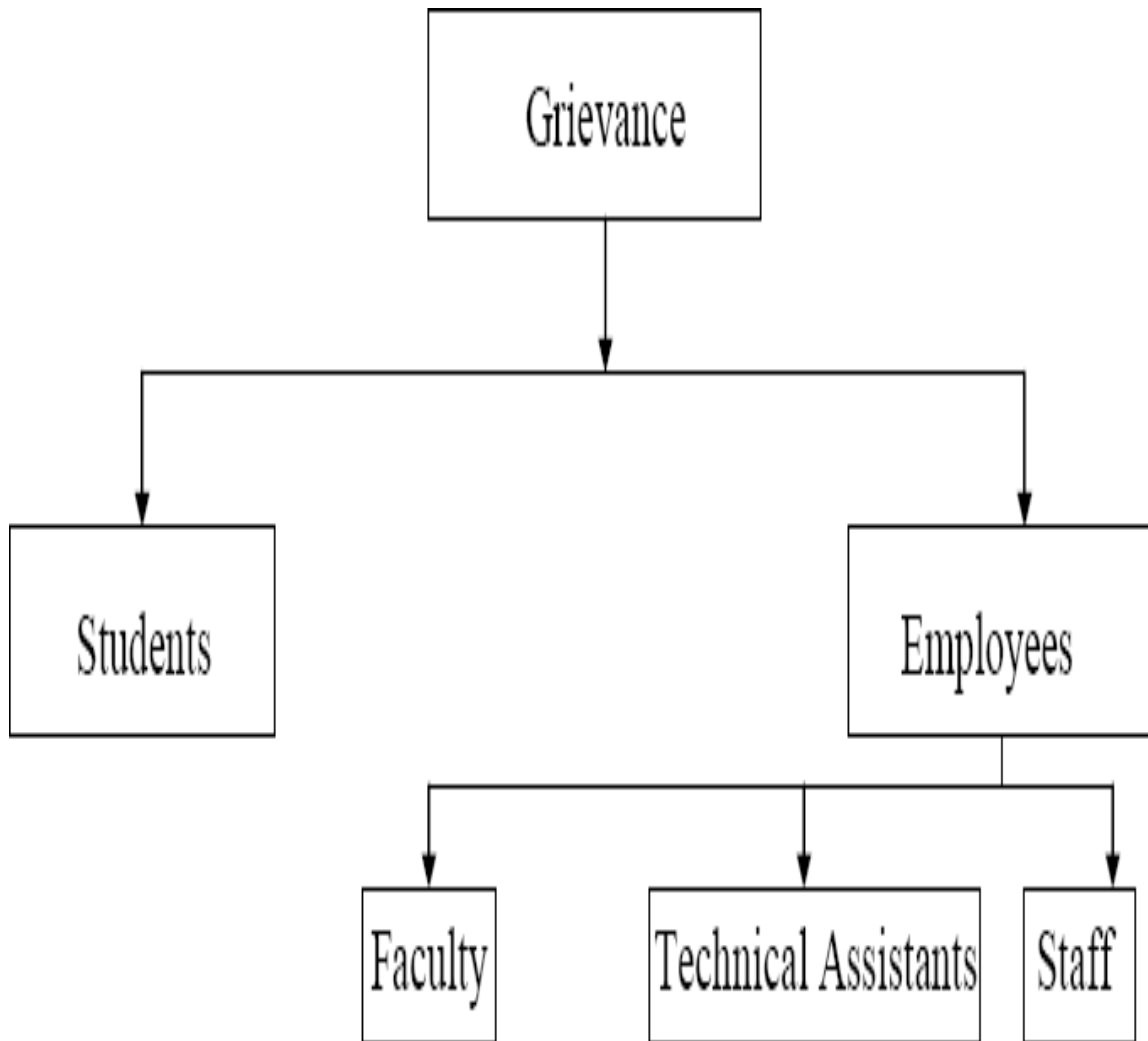
A Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the Institute that a student or an employee thinks, believes, or even feels, is unfair, unjust or inequitable.

1) Objective:

- a) Linking with a well defined Disciplinary System to make it acceptable to all.
- b) All actions should be prompt for better redressal of Grievance.
- c) To make the redressal process fair, impartial, consistent, with prior warnings and commensurate with gravity of misconduct.
- d) Aim should be on prevention of misconduct rather than controlling through punitive measures.
- e) The objective of the policy is to provide a mechanism for speedily redress the grievance and complaints of the students and employees to their satisfaction in accordance with the applicable rules and regulations of the institute.
- f) Every College / Institute shall constitute grievance redressal committee in the beginning of every academic year specifying names of the members of the committee with a tenure of three years.

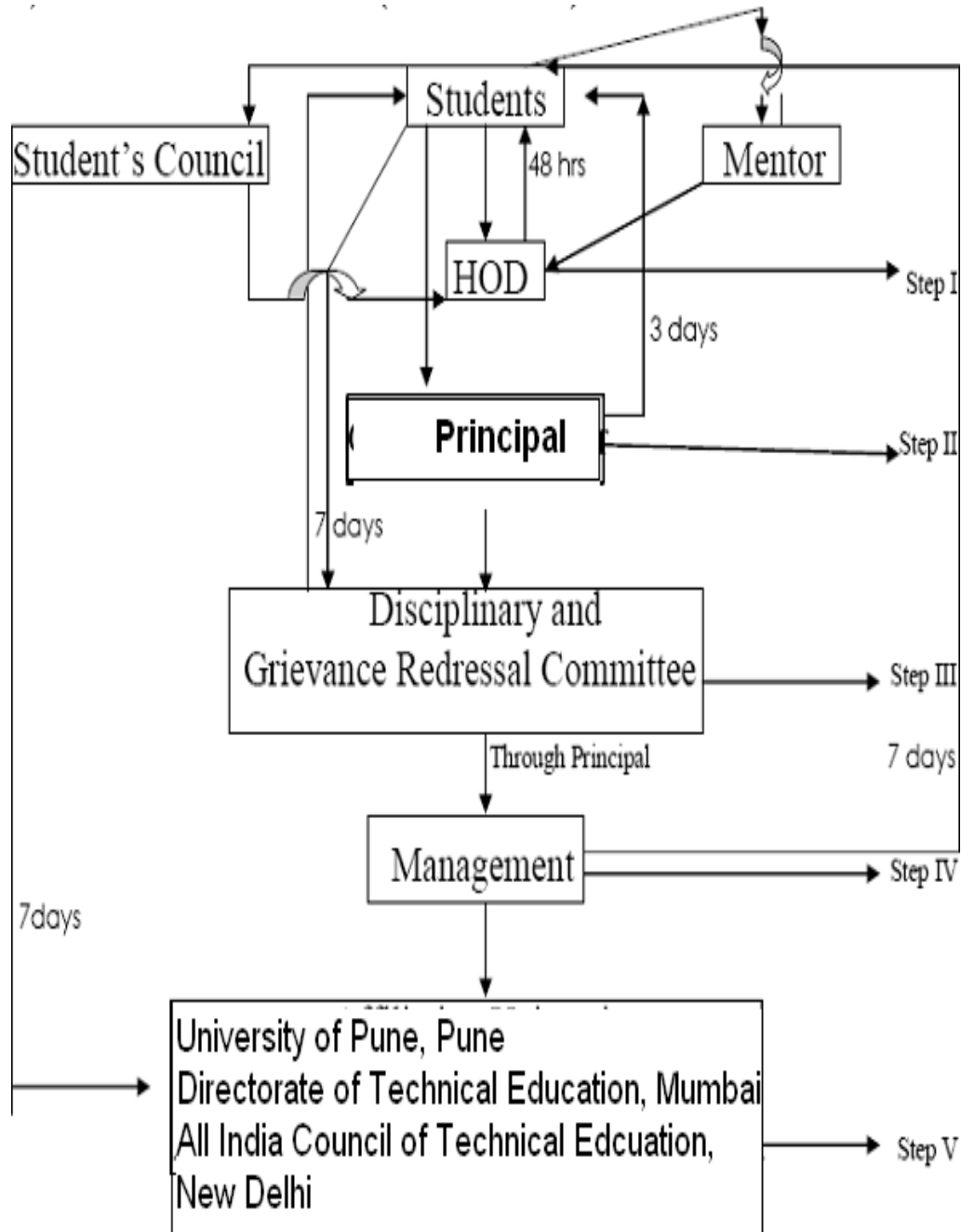


2) Classification:





3) Grievance Flowchart (for Students):





4) Understanding the Grievance: (Students):

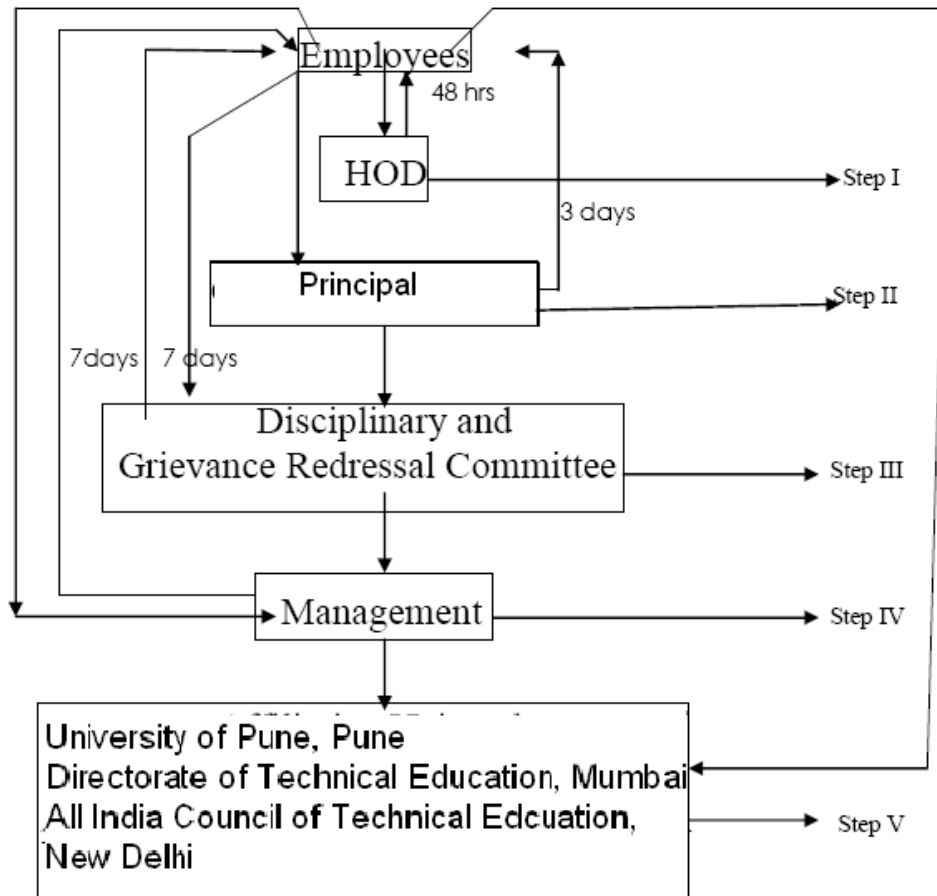
- a) **Open Door Policy:** Students informally drop in the HOD's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the said officers.
- b) **Suggestion Boxes:** Students/employees can drop their anonymous complaints.
- c) **Opinion Surveys:** Through mentor and other feedback schemes, the opinion surveys may be conducted for better understanding.
- d) **E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

5) Grievance Redressal Procedure:

- i. An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- ii. If the student is not satisfied with the answer, he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and make its recommendations to Principal within seven days of presentation of the case. The student would be communicated the recommendation within 3 days.
- iii. If the committee fails to take the decision within the stipulated time or the student is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of student's revised appeal.
- iv. If the student is unsatisfied with the management's decision, student's council or management may refer to University of Pune/ affiliating board or Directorate of Technical Education, Mumbai All India Council for Technical Education, New Delhi



6) Grievance Flowchart(For Faculty and Administration):



7) Understanding the Grievance (for employees):

- Open Door Policy:** Employees informally drop in the, Principal's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the Principal.
- Suggestion Boxes:** Employees can drop their anonymous complaints.
- E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

8) Grievance Redressal Procedure (for employees):



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- i) An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- ii) If the employee is not satisfied with the answer , he/she can approach to the “Disciplinary and Grievance Redressal Committee” which shall evaluate the case and make its recommendations to Principal within seven days of presentation of the case. The employee would be communicated the recommendation preferably within 3 days.
- iii) If the committee fails to take the decision within the stipulated time or the employee is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of employee’s revised appeal
- iv) If the employee is unsatisfied with the management’s decision, he/she may refer to University of Pune, Pune and/or Directorate of Technical Education, Mumbai and/or All India Council for Technical Education, New Delhi.

9) Grievance Redressal Committee :

Procedure :

There shall be a Grievance Redressal Committee constituted at every college / institute.

Frequency of Meeting : Within 02 days from the date of receipt of Complaint.

Quorum of Meeting : Atleast 04 members, Principal is mandatory.

Tenure of Committee : The Committee shall have tenure of one year.



Principal
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Policy Document for Finance committee of Governing Body

1. Introduction :

As per the directions of AICTE it is mandatory for all the colleges/ institutes under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic, administrative and financial decisions for the smooth functioning of colleges / Institutes. The Governing Body shall constitute sub committees as below.

- a. Finance Committee
- b. Building Committee
- c. Purchase Committee
- d. Staff selection Committee

Accordingly, policy guidelines have been framed for the activating of the Finance committee.

2. Constitutions of Finance Committee :

The finance committee shall be constituted as below:

- | | |
|---------------------------------------------------------------------|------------------|
| i. The Principal of the college / Institute | Chairman |
| ii. Accountant / Account officer of the society (Nominated by PRES) | Member |
| iii. Accountant of the college /Institute | Member |
| iv. Vice- Principal , Administration | Member |
| v. Registrar / Office superintendent of college / Institutes | Member Secretary |

3. Role and Responsibilities of the Committee :

- i. To prepare the budget of the college / Institute by the month of Jan every year and present the same to the Governing Body for their consideration and approval.
- ii. To call for proposals for expenditure and approve the same.
- iii. To prepare expenditure statements for presenting to the meetings of the Governing Body.
- iv. To prepare revised budget estimate and to place before the Governing Body for their approval.
- v. To recommend a panel of C.A.S. for consideration of Governing Body.
- vi. To prepare Minutes of Meeting of the Finance Committee and present the same to Chairman of finance committee for approval.



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4. Frequency of Meetings :

The accounts committee shall meet at least once in every quarter.

5. The Quorum :

The quorum shall be three, of which the attendance of Chairman and the accountant of the college / Institute is mandatory.

6. The Tenure of the committee :

The Tenure of the committee shall be three years.



A handwritten signature in blue ink, appearing to read 'Pravara'.

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**POLICY DOCUMENT FOR PURCHASE OF STORES, EQUIPMENTS, FURNITURE,
BOOKS AND SUCH OTHER ITEMS
(STORES ITEMS)**

1. Introduction:-

As per the directions of AICTE it is mandatory for all the colleges/ institutes under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic administrative and financial decisions for the smooth functioning of colleges / Institutes. The Governing Body shall constitute sub committees as below.

- a. Finance Committee
- b. Building Committee
- c. Purchase Committee
- d. Staff selection Committee

Accordingly policy guidelines have been framed for the activating of the Purchase Committee.

It is observed that a sizable amount of budget provision is utilized for the purchase of stores and equipments annually. In order to procure these items efficiently and economically, following policy guidelines have been prepared for implementation by the colleges /institute under PRES.

The purchase of stores items shall be done by constituting purchase committees at the college /institute levels co-ordinated by central purchase committee at the head office.

2. The Purchase Committee of the college/Institute:

Every college/institute shall constitute a purchase committee as the sub-committee of Governing Body having following members’.

- | | | |
|------|-------------------------------------------------|--------------------|
| i. | The Principal | Chairman |
| ii. | Vice-Principal(Administration-Where applicable) | Member |
| iii. | Head of the Depts./Sections | Members |
| iv. | Registrar/Office Superintendent | Members Secretary. |

The committee shall be responsible to compile the requirements of stores and equipments from different departments/sections with full specifications. While examining the requirements of stores and equipments of the college, the committee shall ensure that no items are purchased in excess of requirements/over stocked.

The committee shall ensure that all the equipments, machinery and items of stores are received as per schedule, installed/commissioned within two weeks of the receipt of equipments/instruments.



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3. Process:

- a. The process of collecting requirements of stores and equipments for the ensuing academic year shall be initiated by the departments and sections in the first week of the April every financial year. The purchase committee shall compile and consolidate after carefully assessing the requirements in the last week of April/February and submit the same to PRES.
- b. The requirement of books and periodicals etc. shall be compiled by the college/ institute looking to the needs of students, faculty and researchers. This work could be done by constituting a library committee under the chairmanship of the principal involving students, faculty and the librarian as the member secretary.
- c. A panel of suppliers of stores, books, periodicals and equipments shall be compiled by the colleges/institutions and submitted to PRES for updating the list of suppliers of stores, books, periodicals and equipments at the head office in the week of April.

4. The Central Purchase committee:

PRES shall constitute a central purchase committee for the procurements of stores, books, equipments and furniture, so that duplication of work at the level of colleges/institutions is avoided and maximum cost savings are effected owing to bulk purchase.

The committee shall comprise following members:

- Chairman PRES or his nominee
 - Trustee Members.
 - Special Invitees (Experts)
 - Accounts Officer-Member Secretary
- a. The central purchase committee shall compile and consolidate, requirement of stores, equipments, books and furniture received from the principals of the colleges/institutions in the first week of May.
 - b. PRES involving the principals of the colleges/institutes shall call sealed quotations from registered suppliers in the first week of May in every year. The purchase department of the head office shall prepare comparative statements of the stores and equipments by opening the sealed quotations in the presence of officers/trustees nominated for the purpose.
 - c. The specifications given by the suppliers shall be examined and approved by the principal of the college/his nominee. The PRES shall call the suppliers for negotiations in the third week of May every year. The negotiations shall be done in the presence of the central purchase committee appointed by the society.
 - d. The central purchase committee shall prepare the comparative statements .Comparative Statements shall be carefully checked and countersigned by the concerned principal/his nominee. The comparative statement will be approved by the chairman/his nominee.



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- e. The order shall be placed to the approved suppliers in the first week of June every year so that the stores items and equipments are received by the colleges/institutes before the commencement of next academic year i.e. before first week of July/August, as the case may be.
- f. No compromise shall be made in the quality of the store items.
- g. Suppliers, who do not supply the items, habitually, as per schedule and who are observed to adopt unfair means in maintaining quality, shall be black listed by PRES.



A handwritten signature in blue ink, appearing to read 'Pravara'.

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PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR
A/P : Loni Kd., Tal. Rahata, Dist. Ahmednagar (Pin : 413 713)
Ph.No. : (02422) – 273700 / 273527.

SERVICE RULES



Pravara Rural Education Society, Pravaranagar

A/P-Loni Kd, Tal-Rahata, Dist-Ahmednagar, (MS), Pin-413713

ISO 9001:2000 Certified/ Adarsha Shikshan Sanstha Award (Govt.of Maharashtra)

Soci.Reg.No.Bom-94, Ahmednagar Dated 13.3.1964

Fax : 02422-273704

B.P.T. Reg.No. F-52/Ahmednagar dated 11.8.1964

Email : secretary_pres@rediffmail.com

Ph. : 02422 - 273527, 273700, 273698

Website : www.pravarares.org.in

No. 1 - Policy Document for the Academic Calendar

1) Introduction:

Academic Calendar is a preplanned well structured approach for enhancing teaching learning process. The Academic calendar is also designed to take care of interruptions and difficulties caused during the academic year.

2) Objectives of Academic calendar:

- The aim of Academic calendar is to plan the activities to be conducted during the academic year in the month of May every academic year.
- To prepare the Master and Departmental Time tables.
- To intimate all stake holders about the activities planned during an academic year.

3) Committee at institute level for academic calendar:

- A committee shall be constituted at institute level under the chairmanship of the Principal.
- Vice Principal (Administrative), Vice Principal (Academic)/Vice Principal (Second shift), One senior faculty shall be the member of the Committee.
- The academic coordinator will be the Member Secretary.

4) Frequency, Quorum and Tenure of the Committee:

Frequency: The committee shall meet at least twice in a semester.

Quorum : Shall be 50% of which presence of Chairman and Member Secretary is Mandatory.

Tenure : Committee shall have tenure of two academic years.

5) Format and requirement of Academic calendar:

- Activities should be planned for all 365 days of the academic year.
- A format as shown below shall be adopted for the preparation of academic calendar.

ACADEMIC CALENDAR

Name of the Institute: _____

Semester: First/Second/Third/Fourth/fifth/Sixth.

Academic Year: 20 -20

Week No.	Month	Week Days						No. of Working Days	Events	Responsible Dept./Staff/Faculty
		Mon	Tue	Wed	Thu	Fri	Sat			
1	June 2012	4	5	6	7	8	9	6	For example : 5 th - Celebration of World Environment Day 22 nd -HODs Meeting 25 th – First Term Starts 28 th - Contacting Industries for campus interview by letter and E-mail .	CE Dept. Academic dean TPC Dept.

6) Major points to be included in Academic calendar:

- a) Important events with respect to examinations as planned by the affiliating body.
- b) Celebration of important days throughout the year.
- c) Activities planned by individual departments.
- d) It should include sports, cultural and alumni association events.
- e) Effective days available for theory and practical teaching.
- f) Summary of activities (calendar datewise).

7) Approval of Academic calendar:

The draft of Academic Calendar prepared by the committee constituted at Institute level should be approved by the by the Governing Body of the institute.

8) Review of Academic calendar and action plan at the end of each semester :

Following points shall be noted while taking Review of Academic calendar:

- a) Activities Planned.
- b) Activities Conducted.
- c) Activities not conducted along with the reason for non conduction of activities.
- d) A review of previous year not performed activities with precautions to avoid similar lapses during current year/semester.

Prepared by
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Principal
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Website : www.pravarares.org.in

No.2 - Policy document for Course files and Personal Files of Teachers

Introduction:

In order to enable the teachers to understand teaching learning process thoroughly following are the recommended policy guidelines:

- A) Course File
- B) Personal File

A) Course file

Every faculty member shall maintain a course file for each subject taught by him during the semester /year in the following format.

1. Index
2. Time table of the course
3. Individual time table should include all the activities being under taken by the respective faculty member during the week such as visit to Library, Preparation of lecture, Assessment of term work /tutorials, Administrative work, remedial classes for slow learners etc. A model individual time table is given in annexure I.
4. Teaching plan/schedule
5. Syllabus of respective subject designed by affiliating body.
6. List of text books and reference books required for the course.
7. Class test question papers (Two class tests and one prefinal examination should be conducted in every semester. One sample copy of answer paper and question papers should be attached in file)
8. Home Assignments (One assignment at the end of every unit should be given to the students. One sample copy of assignment submitted by student should be attached in file)
9. Unit wise complete notes.
10. CD's /Transparencies if any.
11. Question Bank.
12. Attendance register of the course through CAS/ERP if available.
13. University question papers of past four semesters.
14. Result analysis of two years same semester.

The personal file shall be periodically (twice in a semester) monitored by the respective head of the department, in case of Asstt.Professor and Professors, by principal in respect of HODs/ section incharges and by Management in case of Principal.

Note – Above guidelines are indicative only, the teacher is at liberty to add any innovative practices.

B) Personal File

Every faculty member shall maintain his personal file and shall be updated from time to time. The personal file shall contain following information.

1. Resume of the teacher.
2. Appointment orders by Pravara Rural Education Society and Previous organizations.
3. Approval for the appointment by affiliating body.
4. Xerox copies of certificates regarding educational qualifications and testimonials.
5. Workload of the semester.
6. Seminars/Workshops organized in last academic year.
7. Workshops/seminars attended in last academic year.
8. Extra responsibilities at college level, if any, during the last academic year.
9. Additional responsibilities at University/Board level if any, during the last academic year.
10. Guest lecture delivered at other organizations, if any, during the last academic year.
11. Books/monographs/papers published, if any, during the last academic year.
12. Awards/medals received, if any, during the last academic year.

The personal file shall be periodically (twice in a semester) monitored by the respective head of the department in case of Asstt.Professor, Associate Professor and Professors, by principal in respect of HODs and section in charges and by Management in case of Principal.

Prepared by
Dr. A. A. Kulkarni
Principal, SVIT

Annexure I

(Model individual time table)



Dr. D. Y. Patil Pratishthan's
Padmashree Dr. D. Y. Patil Institute of Management Studies
 Sector no. 29, Behind Akurdi Railway Station, Pradhikaran, Nigdi, Pune - 411044

INDIVIDUAL TIME TABLE JAN _ MAY 2012

Name : Prof. Kunal Patil

wef 2nd Jan. 2012

Day & Time	9am - 10.00 am	10:00 am to 10:30 pm	10.30am- 10.45am	10.45 am - 12.15 pm	12:15 to 12:30 pm	12:30 pm to 1:00 pm	01.00pm - 02.30pm	02.30pm - 02.45pm	02.45pm - 04.15pm	04.15pm- 04.20pm	4.20pm- 5.50pm	5:50 to 6:00 pm
MON	—	Library	Library	Administrative Work	Administrative Work	L U N C H B R E A K	Research Work	Research Work	Lecture Preperation	Lecture Preperation	Mentoring	Mentoring
TUE	201 (IInd Sem Div A)	201 (IInd Sem Div A)	Lecture Preperation	201 (IInd Sem Div B)	Mentoring		Subject reading	Subject reading	Mentoring	Mentoring	Subject Reading	—
WED	—	Subject reading	Lecture Preperation	201 (IInd Sem Div A)	Mentoring		Research Work	Lecture Preperation	Lecture Preperation	Library	Library	Library
THU	407A (Mr. Kunal)	407A (Mr. Kunal)	Subject reading	Subject reading	Mentoring		Subject reading	Lecture Preperation	201 (IInd Sem Div B)	Administrative Work	Administrative Work	—
FRI	—	Administrative Work	Administrative Work	Administrative Work	Subject reading		201 (IInd Sem Div A)	Mentoring	Mentoring sem	Lecture Preperation	407A (Mr. Kunal)	Mentoring
SAT	—	Lecture Preperation	Lecture Preperation	201 (IInd Sem Div B)	Mentoring		Administrative Work	Administrative Work	Research Work	Research Work	Research Work	Research Work

- 1 Teaching Workload = 12 hrs
- 2 Preparation of Lecture = 5 hrs 5 min
- 3 Subject reading = 7 Hr 15 min

- 4 Mentoring = 6 hr
- 5 Research work = 4.5 hr
- 6 Administrative Work = 7 hr 15 min

7 Library = 2 hr 40 min

Total workload = 44 hr 45 min.

Prof. Kunal Patil

Academic Coordinator

Director



Pravara Rural Education Society, Pravaranagar

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No.3 - Policy Document for Internal Evaluation

1) Introduction:

The subject of Examination and Evaluation occupies an important place in the field of education. It is necessary for parents and teachers to know from time to time how the students are progressing and what their attainments are at any particular stage. It is equally necessary to the management to assure that the work entrusted to its institutes is being carried on satisfactorily and that the students studying there are receiving the right type of education and attaining the expected standards. Revaluation is required in the interests of all the stakeholders such as students, teachers, parents, Boards/University and the society. Examinations are the normal means adopted for this purpose.

2) Objectives:

1. To assess the progress of the student during the semester.
2. To take corrective measures based on the performance in the internal examination.
3. To assess the students on the parameters developed for the purpose to gauge his/her understanding of the subject.

3) Formation of Internal Examination Committee (IEC) at institute level:

At Institute level 'Internal Examination Committee' (IEC) under the chairmanship of Principal shall be formed with members as:

- | | |
|--------------------------------------------|--------------------------|
| i) Principal | - Chairman |
| ii) Vice Principal (Academic Second Shift) | - Member (if applicable) |
| iii) All HODs. | - Members |
| iv) Vice Principal (Academic) | - Member Secretary |

For smooth conduction of the internal examination each department shall appoint a faculty as an incharge for the internal examination.

4) Frequency, Quorum and Tenure of the committee :

Frequency : The committee shall meet at least twice in a semester.

Quorum : Shall be 50% of which presence of Chairman and Member Secretary is mandatory.

Tenure : Committee shall have tenure of two academic years.

5) Responsibilities of Internal Examination Committee (IEC):

As per curriculum of affiliating body (Board/University), following internal evolution of the students needs to be carried out during a semester.

***A) Class test (Minimum Two):**

Two class tests shall be conducted in each semester, first in the midterm and second at the end of the semester. Each test is of 20/25/30 marks as prescribed in curriculum of affiliating body. These tests are conducted at institute level as per the schedule given by Board/ University. The marks awarded by the subject teacher of each subject in these two tests is then added and the average marks of all subjects of the respective course is then considered under sessional work/term work (SW/TW) in the final mark sheet issued by Board/ University in that semester.

a) Arrangement of stationary:

The exam in-charge of each department shall arrange stationary items like- test answer papers, attendance sheet of student/invigilator, examination logistics for each class like marker pen, thread, pins, register to maintain record and office files to keep other documents of examination such as question papers in 2 copies, time table etc. He will also maintain the opening and closing stock of stationary issued per day.

b) Declaration of the Examination Date:

As per the Board/ University Academic Calendar the test dates are declared by the IEC and the time table of test is prepared and displayed one week before the test exam on the Notice Board by the respective department.

c) Seating Arrangement-

The examination incharge of each department shall prepare seating arrangement one day in advance of the test. It shall be displayed on Notice Board after approval from the Vice Principal (Academic).

d) Setting of examination paper-

The test question paper shall be set as per the sample test Question Paper given by Board/ University by the respective subject teacher. Sealed packet of Question Paper shall be submitted to examination incharge 5 days before the date of examination. The marking scheme shall be as per the Board/ University Question paper pattern.

e) Reprographic and sealing of question paper :

The sealed envelope containing question paper shall be opened a day before the examination after the office hour in the presence of subject teacher and HOD. The question paper shall be photocopied in their presence and then sealed in envelope after the signature of the subject teacher and HOD.

f) Opening of Sealed Question Paper:

The examination incharge shall personally open the sealed question paper Packets in presence of the invigilator in the examination control room 15 minutes before the start of the examination.

g) Arrangement of the Invigilator /Reliever /Bellman.

The exam in charge shall prepare the supervision chart comprising of supervisor (invigilator) including teaching and non teaching staff. The chart shall be endorsed by all

relevant faculties. All supervisors should report 15 minutes before the commencement of exam.

g) Issue of the stationary items on the day of Examination :

Blank answer sheets with college stamps and Question papers (Xeroxed copies) shall be issued along with other accessories like attendance sheets threads, graph papers to the supervisors 15 minutes before the commencement of examination.

i) Receiving Answer sheets:

The exam incharge shall collect and count the answer sheets immediately after the examination from the invigilator and keep in the control room or give to the concerned subject teacher by keeping record of subject code, number of answer sheets, supplements /Question paper etc.

j) Assessment of Answer Sheet :

Answer Sheets should be assessed only by Red pen as per the assessment norms of Board/University (RAC/CAP Norms). Marks per question and its total should be noted on the first page of answer book. The checked answer books are kept with the corresponding subject teacher and the mark list is given to the class teacher. The answer sheet should be shown to the students by subject teacher and clear the queries in the assessment if any. Final corrected mark list is submitted to the class teacher within 7 days after the end of examination.

k) Display of subject marks on the Notice –Board :

The class teachers should display the Test marks as per the Board/ University format on the Notice Board and keep the same record in the register with student's signature (in prescribed format of Board/University)

***B) Progressive assessment of laboratory work:**

Each experiment is assessed out of-10 Marks as per following guidelines:

- 1) 4 marks for cognitive knowledge about the experiment.
- 2) 4 marks for psychomotor skills like how he/she performed the experiment, recorded the readings and analyzed the obtained readings.
- 3) 2 marks for punctuality, neatness and attendance.

It is then filled in prescribed format of Board/University. Then total marks are counted and as per curriculum is then converted into maximum TW marks and then filled in prescribed format of Board/University.

***C) Skill test for the subject having practical examination at the end of semester but prior to practical examination :**

After completion of 80% of the practicals, skill test is conducted as per the pattern of practical examination of Board/University in the regular practical hours which shall be of 30 marks and its marks are recorded in the prescribed format of Board/University.

***D) Final assessment for oral/practical/online exam (Internal/External):**

Assessment of Practical /Oral /On-line exam is carried out as per the norms of Board/University and the marks to be filled in prescribed format of Board/University.

***E) Progressive assessment of Sessional work (SW):**

The marks awarded by the subject teacher of each subject in two class tests is considered for working out marks of sessional work/ Term work (SW/TW) as per the prescribed format of Board/University.

(* Can be suitably modified as per the requirement of affiliating body of the institute)

Prepared by

Prof. N.G. Nikam

Principal

Polytechnic, Loni



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No.4 - Policy Document for Feedback from Students

1. Introduction :

The institutes under Pravara Rural Education Society, Loni, seek to develop the talents of individual students to the fullest extent possible by providing a high-quality learning experience. Responding to student feedback is an important means of enhancing the quality of the student experience of teaching and learning. Student feedback provides staff with information that can be of assistance to them in their professional development as academics. This policy articulates the reasons why feedback is sought and the principles accompanying the conduct of various student feedback mechanisms, including the use and handling of information obtained from students. Consistent with institute strategic planning, this policy will enhance the quality of teaching practices and the learning environment by drawing on learner needs, expectations and perceptions.

2. Objective:

- Recognize and sustain good teaching by providing data to assist staff to improve professional practice and the quality of teaching and to inform the development of processes which recognize and reward good teaching.
- Provide a foundation for embedding student evaluation and feedback processes into a continuous cycle of quality enhancement.
- Enhance the student experience through the systematic collection and analysis of student feedback as a basis for improvement.
- Ensure the provision of information to students regarding the purpose and outcomes of student feedback, including actions taken to address concerns raised.
- Provide the basis for development of procedures to be used in the collection, analysis, reporting and use of student feedback.
- To assess the needs of a teacher for development through Faculty Development Programmes /Acquiring of higher qualification
- To notify atleast twice in a term action taken on he feedbacks.

3. Principles :

- Student feedback is an important component in monitoring and enhancing the quality of the student learning experience.
- Feedback processes should be systematic, rigorous and respectful of the rights of both students and teachers.
- All students should have the opportunity and are strongly encouraged to provide feedback. (Ref. Annexure I)

- d) Students should be informed about how their feedback has been used provided that students recognize that teachers and / or the institute may, on occasions, have legitimate reasons for not acting on certain feedback.
- e) College is required to develop systematic processes for collecting and responding to student evaluation and feedback.

4. Collecting Student Feedback :

A range of methods can be used for obtaining student feedback and including:

- a) Surveys, including the student experience of learning support; student experience of teaching questionnaires.
- b) Staff-Student Liaison Committees
- c) Informal feedback
- d) Open meetings with the student body
- e) Focus groups.
- f) Suggestion box (To be opened by principal/ vice-principal and representative of management once in two months)

Teachers are encouraged to obtain voluntary interim feedback once in the first month, mid-term and close of course, which can be used to improve learning outcomes for the students studying in the institute.

5. Use of Student Feedback :

Student Feedback will be used to:

- a) Improve the quality of courses and programs
- b) Support the quality of teaching
- c) Introduce professional development programs
- d) Enhance course design
- e) Improve the provision of learning resources, facilities, equipment and services, and
- f) Provide evidence of teaching quality for the purposes of appointment and promotion and teaching awards.

6. Reporting and Acting on Student Feedback :

- a) Reports on the results of student feedback will be made by College. It is recognized that there will be occasions where there may be legitimate reasons for not acting on feedback.
- b) Mechanisms will be put in place to ensure that students, staff and the institute are aware of actions arising and outcomes of the student feedback process. Teachers, students and the institute will be informed about actions arising from student feedback by:
 - i. Informing incoming students into a course of improvements made as a results of feedback from the previous student cohort
 - ii. Regular reports from College Student Liaison Committee to the College Education Committee.
 - iii. Monitoring of student feedback including Surveys by College academic Committees.

7. Responsibilities :

Students have a responsibility to:

- a) Contribute constructive, honest and thoughtful feedback.
- b) Provide feedback which is not derogatory or vindictive.

- c) Recognizing their important role in contributing to improvements in teaching and learning process.

Teachers have a responsibility to:

- a) Engage with student feedback and actively respond where possible.
- b) Maintain their own personal records of feedback, with due regard to the confidentiality of data.
- c) Ensure confidentiality and ethical procedures are upheld.
- d) Provide information, guidance and support to students to enhance their learning.

University Management has a responsibility to:

- a) Make the existence and timing of feedback mechanisms known to students in a timely fashion.
- b) Ensure confidentiality and ethical procedures are upheld and regularly assessed.
- c) Maintain all surveys and survey data for improvements.
- d) Provide information, guidance and support to both staff and students when required.

8. Frequency of feedback :

Feedback shall be taken at the end of one month after commencement of the course ,based on feedback remedial measures shall be taken by the teacher to improve the teaching learning process. At the end of the course second feedback shall be taken to assess the impact of feedback.

9. Monitoring of feedback :

The vice principal academic shall be responsible to monitor and implement the feedback mechanism effectively.

10. Feedback format :

The feedback shall be taken in the format given along with the feedback policy.

Prepared by
Dr.S.N.Hiremath
(Principal).
COPW,Chincholi

Annexure I

STUDENTS FEEDBACK FORM

Academic year..... Semester..... Date of Feedback.....
 Branch.....Section.....Name of teacher.....

Sr.No.	Description	Subject Name and code			
A	Course content				
1	Has the teacher covered entire syllabus as prescribed by university/Board (Yes/No)				
2	Has the teacher covered relevant topics beyond syllabus(Yes/No)				
3	Effectiveness of teacher in terms of				
i	Technical content				
ii	Communication skills				
iii	Use of Non print teaching aids				
iv	Availability beyond normal classes and co-operation to solve individual problems				
v	Pace on which contents were covered				
vi	Is the teacher proactive				
4	How do you rate the content of curriculum				
5	How do you rate the practicals covered (if applicable)				
6	How do you rate the personality of the teacher	Inspiring, Motivating, Pleasant, Boring			

(Rating: 5-Excellent, 4-Very good, 3- Good, 2-Average)

1	Any suggestion regarding library facility	
2	Any suggestion regarding Co-Curricular activity	
3	Any suggestion regarding Extra Co-Curricular activity	
4	Any other suggestion	

Name and signature of the student (optional)

Observations of HOD /Dean/Principal

I have observed the class conducted by the teacher on.....atam/pm .I do not agree with students observations regarding..... He needs improvements in..... I have advised him/her about his/her strength and weaknesses.

HOD /Dean/Principal



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No.5 - Policy Document for Remedial Classes

1) Introduction:

The students admitted to the institutes come from different socio-economic and linguistic backgrounds. This causes barrier in their teaching learning process. To take care of such students and facilitate their learning process remedial classes are arranged to build their confidence and come out as effective engineers / technicians/professionals.

Remedial Measure is a pro-active learning technique designed to prepare students to the level of skill and knowledge competency expected as per curriculum.

2) Objectives of Remedial classes:

- The aim of remedial classes is to focus special attention towards a slow learner.
- To impart specialized guidance to slow learner with time bound programme.
- To bring about noticeable academic improvement in the slow learner

3) Institute level committee for monitoring remedial classes:

The committee should have following members.

- Chairman - Principal
- Member Secretary - Vice –Principal (Academic)
- Members - All HODs

4) Frequency, Quorum and Tenure of the Committee:

Frequency: The committee shall meet at least twice in a semester.

Quorum : Shall be 50% of which presence of Chairman and Member Secretary is mandatory.

Tenure : Committee shall have tenure of two academic years.

5) Work and responsibilities of committee:

- Identification of students: After analyzing results, committee shall identify subject-wise list of weak students who may attend remedial classes.
- Nomination of faculty: - The eligible faculty for remedial classes shall be nominated.
- Time slot of remedial classes shall figure in the individual time table of concerned faculty.
- Exact time slot for running remedial classes shall be incorporated in the institute / departmental calendar.
- Proper circulars clearly mentioning faculty name, time table, number of remedial classes arranged, name of subject, list of selected students shall be notified to the students after the analysis of board / university results / internal tests.
- The attendance to remedial classes be mandatory to the students who are found weak during the tests / exam of affiliating board / university.

- 6) **Identification of Faculty to engage remedial classes:** Remedial classes may be engaged by a senior and experienced faculty of respective subject. Such teachers shall be identified by Head of Institution / HOD.
- 7) **Time - slot for classes:** Remedial classes may be conducted prior to commencement or after the regular classes are over. Also these classes may be conducted on holidays / Sundays.
- 8) **Incentives for faculty and staff:** Suitable incentives shall be given to faculty and staff from students welfare fund / Alumni Association for conducting remedial classes for slow learners.
- 9) **Testing and evaluation:** Fortnightly tests may be conducted to assess the performance of selected group of students. The test should be based on the question paper pattern of affiliating board / university exam.
- 10) **Output of remedial classes:** - The output of remedial classes shall be mentioned in the tabular form as follows, after analysis of the result of examination by affiliating board / University.

Sr. No.	Name of subject	Name and Designation of Teacher	Class and Year	No. of Students	No. of students passed	% of improvement	Remark

11) Feedback about remedial Classes (from student and their parents) :

- i) Remedial Classes for the subject and class:.....
- ii) Remedial Classes engaged during period: From..... To.....
- iii) Remedial Classes engaged by:

A) Feedback From Students :

- a) Was teaching Satisfactory ? : Yes / No
- b) Are you satisfied with contents ? : Yes / No
- c) Whether number of classes planned were sufficient? : Yes / No
- d) Were you happy with timing and duration ? : Yes / No
- e) Do you expect improvement in forthcoming exam? : Yes / No
- f) Differentiate between previous year teaching with current teaching :-

.....

- g) Comment on pattern of fortnightly Test:.....

**B) Parents Opinion about remedial Classes:.....

**

Prepared by

Prof. N.G. Nikam
 Principal
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No. 6 Policy Document for Guest and Visiting Lecture

1. Introduction:

To expose our students to corporate / scientific world and to bring latest trends in the R & D and in industry eminent guest speakers / visiting faculty are invited so that the faculty and the students are benefited by enrichment of their knowledge / skills.

2. Objective:

1. To form panel of guest speakers and visiting faculty
2. To structure the subject so that it will meet the needs of the students / faculty of respective colleges / institutions.
3. To develop excellent long term relations with experts in order to seek placements in respective scientific professional organizations eventually.
4. To invite eminent teachers from national and state institutions so that the knowledge and skill of our faculty and students are upgraded.

3. Classification:

The experts from industry / scientific organization / academic from national / state level are classified as :

1. Guest lecturers
2. visiting faculty

4. Committee at institute level :

Every college / institute has to form a committee to implement this policy of following members

- a. The Principal – Chairman
- b. Faculty members – Head of each dept.
- c. Course coordinator – Convener

5. Role and responsibilities:

1. To identify the competent, eminent speakers and faculty.
2. To update the database regularly.
3. To organize and plan the visits required.
4. To conduct the feedback from audience.
5. To procure travel allowances/recommended remunerations for the approval from finance and accounts.
6. To prepare outline / abstract of the topics for future records in case of guest lectures.
7. To arrange appropriate felicitation and introduction of the speakers to the audience concerned (Flex / Welcome board / Announcement arrangements)

8. To provide and ensure effective functioning of necessary audio video aids.
9. To ensure good publicity amongst the students.

6. Qualification:

While there is no prescribed academic qualification for the guest lecturer, he / she shall have organizational / industrial exposure / experience in the relevant field are desirable guest speakers.

Post graduation / Doctorate or an equivalent qualification is desirable for visiting faculty.

7. Frequency:

Guest lecture: There must be no restriction on the duration; it is preferable to have a guest lecture limited to a day maximum. In an academic year number of guest lectures shall be minimum three. The guest lectures may be common to all students or focused for any specialization subject.

Visiting lecturers: Visiting lecturers are basically syllabus oriented. University guidelines for the total number of teaching hours required may be followed.

Records of the above mentioned program to be maintained.

8. Feedback:

Rating of the speaker / faculty is necessary to gauge the audience reaction and to know the proficiency of the speaker / faculty. Rating shall be carried out on 1-4 rating scale and records be maintained. Sample of feedback forms for visiting and guest faculty is enclosed at annexure I and II respectively.

9. Panel of expert committee:

The committee at institute level for shall decide the panel of experts.. The committee must shortlist the panel of experts / guest speakers. Committee shall collect the resume of an expert and handwritten or typed lecture material before commencement of lecture. Schedule, date and venue shall be informed to concerned students well in advance.

10. Mode of payment:

The concerned guest speaker / visiting faculty must enter all the details of the title / topic covered after the lecture. Guest speakers must be paid their remuneration and travelling allowances as decided by PRES, Loni immediately. However, in case of visiting faculty the coordinator shall compute the total numbers of lecture hours and shall workout the monthly bill. Subsequently he shall obtain the approval to the bill from the Principal before submitting it to the accountant for payment. The visiting faculty shall be paid regularly on the tenth day of every month.

Prepared by

Dr. S.R. Pattan
Principal, PRCOP,Loni

Visiting faculty - Feedback form

Name of the Faculty: _____

Subject: _____ Class: _____ Date: _____

Note: please put (√) mark against each item in appropriate box.

Items of observation	Remark			
1. Proficiency in the subject	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
2. Presentation skills	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
3. Regularity in conducting Lectures	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
4. Responsiveness and interaction with students	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
5. The quality of the lecture Material and teaching aids Used (notes, slides, handouts, LCD projectors, transparency etc.)	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
6. Examples of practical Applications pertaining to the topic covered.	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
7. Conduct of periodical tests	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
8. Attendance of the students in the class	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
9. Overall control of the class	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
10. Assignment for homework	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
11. Correction of home assignments in time	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
12. Overall confidence attained in the subject	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>
13. Overall satisfaction with the faculty	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Un-satisfactory <input type="checkbox"/>

Total:

List of topics not covered:

*Students Name:

Roll no.:

(* If students do not want to disclose the identity, they are free to do so)

Ratings 4 = Excellent	or 81 – 100 %
3 = Good	or 61 – 80 %
2 = Average / Fair	or 41 – 60 %
1 = Below Average	or less than 40 %
Total of E =	
Total of G =	
Total of S =	
Total of U =	
Total out of / 64	Rating: _____

Guest faculty - Feedback form

Date: _____

Time: _____

Name of the student: _____
Roll No.: _____ Class: _____
Name of the Speaker: _____
Topic: _____

- 1. Did you like the program? Yes No
- 2. Was presentation attractive? Yes No
- 3. Are you convinced that the program is useful? Yes No
- 4. Was the topic fully covered? Yes No
- 5. Was it Interactive / Participative? Yes No
- 6. Practical examples used and explained Excellent Good Satisfactory Un-satisfactory
- 7. The speaker's communication skill Excellent Good Satisfactory Un-satisfactory
- 8. The presentation arrangement Excellent Good Satisfactory Un-satisfactory
- 9. Opportunities provided for questions / discussions /Excellent Good Satisfactory Un-satisfactory
- 10. Level of hospitality Excellent Good Satisfactory Un-satisfactory

Suggestions if any _____



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No.7 - Policy document for Faculty Self Appraisal

Introduction :

Self appraisal is a process whereby a faculty, at the end of the academic year takes a review of his/her contribution to the development of students, self development, development of college/ institution and the development of the community. He prepares a report in the format developed for the purpose. His seniors and principal takes an objective appraisal of the report and appreciate the achievements of the faculty and render counseling and guidance in the instances where the contributions are not adequate.

The chairman of the society or a person nominated by the chairman reviews the report of the faculty, giving careful weightage to the observations made by the seniors and the principal.

The faculty is thereafter appreciated for his achievements and advised to improve, if not effective to a satisfactory level.

Faculty self appraisal is thus a vital and necessary initiative for faculty development and eventually the development of the college/institution.

A format developed for the purpose is given below :

Self Appraisal Form

(Assessment for: Academic Year 20 -20)

A) GENERAL INFORMATION (To be filled by employee)

i) Name of employee: _____

ii) Residential Address: _____

Contact No.:- _____ E-mail ID:- _____

iii) Designation: _____ Name of Dept. _____

iv) Qualification: _____

v) Date of Birth: _____ Age: _____

vi) Date of joining in the institute (College): _____

vii) Date of joining at present post: _____

viii) Total length of service (Teaching): _____ Industrial _____

B) Work load of last two semesters:

Sr. No.	Class	Subject	No of Lectures per week	Target No. of Lectures	No of Lectures engaged	% Syllabus covered	% results at University/Board examination	Reason for non completion of syllabus
a) First Term of Academic Year _____								
1								
2								
3								
4								
5								
b) Second Term of Academic Year _____								
1								
2								
3								
4								
5								

- a) Total Work load of First Term:-
 i) Theory :- _____ hrs
 ii) Practical:- _____ hrs
 iii) Tutorials:- _____ hrs
- b) Total Work load of Second Term: -
 i) Theory:- _____ hrs
 ii) Practical:- _____ hrs
 iii) Tutorials:- _____ hrs

C) Do you prepare lesson plan: Yes/No.

D) Examination results of subject taught:

Sr. No.	Subject taught during	Class	Student appeared	Student passed	% of result	Results of past 3 years
1						
2						
3						
4						
5						

E) Additional duties of college/department:

Sr. No.	Duties assigned	College level	Department level	Remark work done
1				
2				
3				
4				
5				

F) I) Paper presented in Conferences/Symposiums (A copy of paper should be attached):

Sr. No.	Title of paper	Organizing institute	Theme of conference and date	Co author if any
1				
2				
3				
4				

II) Paper published/Communicated. (A copy of paper should be attached):

Sr. No.	Title of paper	Name of journal	Remark (Communicated/Published)
1			
2			
3			
4			

III) Seminar/ workshop/Training attended:

Sr. No.	Name of institute	Topics	Date
1			
2			
3			
4			

IV) Industrial Visits:

Sr. No.	Name of Industry	Place	Date
1			
2			
3			
4			

V) Research Project:

Sr. No.	Title of the Project	Name of the Funding Agencies	Amount Sanctioned	Duration
1				
2				

VI) Award, Medal, Prizes Received :- _____

VII) Participation in (Attach separate sheet if required):

a)	Co-curricular activities	
b)	Student welfare and discipline	
c)	Enrichment of campus life (Hostels, Sports, Games, Cultural activities)	
d)	Membership/Participation in bodies/Committees on education and National Development	
e)	Community Services (National Literacy Mission, Blood donation, \Plantation, Medical Camp.)	

VIII) Evaluation:-

- i) Affiliating Body Evaluations: - Yes No: Total papers assessed _____
- ii) Internal Evaluations: - Yes No: Total papers assessed _____
- iii) Paper Setting at Affiliating Body Examination :- Yes No
- iv) Assessment of home Assignment. :- Yes No
- v) Class Test Conducted :- Yes No
- vi) Evaluation of Project/Dissertation. :- Yes No

IX) Innovations/Contribution in Teaching:

a)	Design of Curriculum	
b)	Teaching Methods	
c)	Laboratory Experiments	
d)	Evaluation Method	
e)	Preparation of resource material including book, reading material, Laboratory manual etc.	
f)	Remedial Teaching /Student Counseling.(Academic)	
g)	Any Other	
h)	Extension Work/Community Service	

X) Use of library

Regular/Irregular

XI) Effort Taken for improvement of quality of student and their results in examination:**XII) Special participation in curriculum development, implementation and examination at Pune University/ MSBTE level:****G)**

a) Membership of Professional Bodies / Societies etc: i) _____

ii) _____

b) Editorship of journals:

i) _____

ii) _____

H) Self Assessment:

a) Step taken by you for the evaluation of the course programme taught:

1) _____

2) _____

3) _____

b) Academic difficulties being faced:

1) _____

2) _____

3) _____

c) Suggestions for improvement:

- 1) _____
- 2) _____
- 3) _____

Date:

(Signature of staff member)

Encl: All Xerox copies submitted.

Remark of HOD: (Ref. feedback annexure- I)

- 1) Attendance: _____
- 2) Punctuality: _____
- 3) Adaptability: _____
- 4) Relation with staff / students: _____
- 5) Performance of teaching: _____
- 6) Dept. power point presentation: _____
- 7) Any other: _____
- 8) Overall observation of the H.O.D by clearly stating the Strengths and weaknesses justifying with facts.

Head Department of: _____

Remark of the Principal:

Agreed/Not agreed with the observation of the HOD stating reasons along with suggestions for remedies:

Principal

Remark of Vice Chairman/ Chairman:

(Letter of appreciation stating remark Good/Very Good /Excellent OR Letter of improvement of weaknesses adhering to remedial measures)

Vice Chairman/ Chairman

Prepared by

Prof. A.A. Kulkarni
Principal
S.V.I.T. College, Chincholi

Prof. N.G. Nikam
Principal
Polytechnic, Loni

Annexure I

Feedback of performance of teachers through students

(Confidential)

- 1) Academic year :- 2011-2012 Semester :- 1/2/3/4/5/6/7/8
- 2) Class and Branch :- _____
- 3) Name of Faculty :- _____
- 4) Subject taught by Faculty :- _____ (Th./Pract.)
- 5) Syllabus completed by Faculty (in%) :- _____
- 6) Does he/she engage lectures for 60 minutes :- Yes No
- 7) Total no. of class tests conducted by teacher :- _____
- 8) Answer papers were assessed and returned back to students :-
 a) Within one week
 b) After one week
 c) Never returned
- 9) Does he/she conducts Practical for 120 minutes :- Yes No
- 10) Continuous assessment of term work is done :-
 a) Immediately in next week
 b) At the end of semester
- 11) Does he/she takes attendance in classroom/Laboratory :- Yes No
- 12) Does he/she teaches the subject in :-
 a) English
 b) Mixed language
- 13) Does he/she carries his/her own notes in classroom :- Yes If no,
 a) Text book
 b) Book by foreign authors
 c) Xerox notes

		Poor	Average	Good	Best
14)	Way of his/her explanation in lectures / practicals				
15)	His/her knowledge about the subject				
16)	Way of his/her interaction with the students about the topics of discussion.				
17)	Discipline of students in his/her lectures / practicals				
18)	Comparison of teaching with the pattern of question paper of Pune University in subject and practical applications				
19)	Any other remarks which will enhance your understanding of subject.				

Note:-The feedback shall be taken at least twice during the course. (At the end of the first month and at the end of the term.)

Date:- / /2012

Signature of student: _____

Name of student: _____



Pravara Rural Education Society, Pravaranagar

A/P-Loni Kd, Tal-Rahata, Dist-Ahmednagar, (MS), Pin-413713

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No.8- Policy Document on Faculty and Staff Development Programme (FDP and SDP)

In the wake of Globalization quality excellence and continued improvement in all walks of life have become a key word for success! This is more so in the area of education, has been realized and implemented by PRES in all its academic initiatives. Faculty and staff are the backbone of any educational institution hence the society has given its primary thrust on faculty and staff development activities. In part I of this document FDP programs are covered. In part II of the document Staff Development Program have been considered. In part III of the document procedures for implementation of SDP and FDP programs are indicated.

Part I: Faculty Development Programmes :

Faculty development Programs could be broadly categorized as below:

- a) Pedagogical Initiatives.
- b) Acquisition of higher qualifications.
- c) Continuous learning.
- d) Industry Internships
- e) Consultancy
- f) Community Services.
- g) Involvement in Administration.
- h) Publication of Text and Reference Books

a) Pedagogical Initiatives :

In the Pedagogical initiations the faculty will be provided training in teaching, learning techniques, communicative skills and soft skills evaluation. Training program shall be for a Period of not exceeding two weeks duration, organized by the college / Institutes or the faculty evaluation members may be encouraged to participate in such programs conducted by or on behalf of University /Board/ AICTE / UGC or by national level institutes.

The college /Institute shall depute faculty to participate in such programmes treating absence of faculty as on special leave. The funding will be done fully by the organizing institute. However, while deputing faculty members care shall be exercised not to affect the working of college / Institute, by distributing the work of faculty member so deputed, to the rest of the faculty members.

Under special circumstances the members of the faculty may be deputed to participate in such programs treating the absence of the faculty member so deputed as on duty.

b) Acquisition of higher qualifications :

On occasions the faculties having adequate qualifications at different cadres are not available. It becomes therefore necessary to encourage faculty members having flare for teaching to acquired minimum higher qualification like M.E / PhD. These qualifications

could be acquire through **i. Distance Education** **ii. Part time Education** or **iii. Full time Programs**. The faculty members considered and approved for participation in programs for acquisition of higher qualification will be provided with following incentives.

i. Distance Education Programmes :

The faculty members who are considered and permitted to undertake acquisition of higher qualification through distance learning program will be given permission to undergo practical examination, theory examination, paper presentation, participation in seminars , conferences and for appearing in examinations treating the absence from the college / Institute as on duty.

The faculty members sponsored shall have given an undertaking on 100/- Rs. stamp paper stating that he will serve the college / institute for a minimum period of three years. (from the date of completion of the course).

In case of breach of the undertaking the faculty member has to pay double the amount that has been spent by the college/ institute while sponsoring him/her.

ii. Part time Education Programmes :

The faculty members will be encouraged to join part time education programme for acquisition of higher qualification beyond the office hours. However he may be given relaxation in observing normal timings of the college / institute if needed. He will also be permitted to undergo tests examinations, paper presentations and participation in seminars etc. whenever necessary by treating the absence of faculty members as on duty.

However the faculty members sponsored for acquisition of higher qualification through distance education programme shall have to give undertaking on 100/- Rs. stamp paper stating that he will serve the college / institute for a minimum period of three years. (from the date of completion of the course).

In case of breach of the undertaking the faculty member has to pay double the amount that has been spent by the college/ institute while sponsoring him/her.

iii. Full time Programmes :

The faculty members may be permitted to undertake full time programmes of two to three years duration for acquisition of higher qualifications.

The absence of such faculty member from the college / institute shall be treated as on study leave. However if the institute , where the faculty member is deputed for full time programme pays stipend or scholarship, such amount shall be deducted from the pay and allowances of the faculty member deputed for undergoing acquiring of higher qualification . The faculty member sponsored shall have to give an undertaking on 100/- Rs. stamp paper stating that he will have to serve the college / institute for a minimum period of five years from the date of completion of the course.

In case of breach of the undertaking the faculty member has to pay double the amount that has been spent by the college/ institute while sponsoring him/her.

c) Continuous learning :

To motivate faculty members to keep himself / herself update to the changes and the development in the field of Science, Humanities and technology. The faculty members will be encouraged to participate in programs such as summer schools, winter schools,

presentation of paper in seminars and conferences organized and sponsored by Universities, AICTE, UGC such another national / international institutes of repute. For such purpose special leave not exceeding one week shall be sanctioned to participate in such a programs.

However the faculty members shall have to make a full report on the benefits that have been accrued to him and the college / institutes by his participation in the event.

He or she shall also conduct a seminar on his experiences of participations in such a event falling which full cost on his deputation shall be recovered.

d) Industry Internships:

The faculty members under professional colleges rarely get an occasion to have latest live experience of processes and products in the industry / business. It is essential therefore for every members of faculty to undergo regularly internship in industry business to make themselves familiar with the various practice and products. To enable the faculty member to undergo internship in industry, he or she will be deputed in the identified industries/ business houses for a period of one week. On completion of the internship the faculty member has to make a presentation to the students or the rest of the faculty members on the experiences gained by him in the industry / business houses, failing which full cost on his deputation shall be recovered.

e) Consultancy:

The faculty members will be encouraged to undertake consultancy projects received from individuals, industry, institutions, Community University, AICTE, UGC, DSC etc. This endeavor will enable to update and sharpen their knowledge and skills contributing in a modest way in the cause of nation building resulting in brand building for the college / Institute. The college / institute shall make available physical and human resources for such activities. The consultancy may be undertaken by one or a team of faculty and staff members, without affecting the normal functioning of the college / Institute. The funds generated out of consultancy shall be shared in the ratio of 30 % to the college/ Institute and 70 % for the team of consultants.

The team leader shall decide the distribution of the consultancy fees depending upon the type and scope of the consultancy.

f) Community Services:

It is necessary for every faculty member to involve himself / herself in community services. so that the students of college / institute are exposed through faculty member to the various facets of community life. In case such initiatives are not undertaken by faculty members the college / Institute is likely to remain indifferent and in sensitive to the needs and aspiration of the community which has contributed in the development of the college / Institute. Such activity may be undertaken through NSS, Samarth Bharat Abhiyan, Health care, Water Harvesting , solar energy , etc.

g) Involvement in Administration:

Each and every faculty member is required himself or herself to actively participate in administration of the college/institute , so that a sense of commitment and belonging is evolved in the faculty members. This will also benefit the faculty member in his / her grooming to undertake higher administrative responsibilities as he / she climbs up in the

cadre. These activities may be conducting of tests and examinations making arrangements for test and examinations, organizing social and cultural events, organizing sports, games, industrial visits, applying for grants and effective utilization of such grants, assisting students in filling their admission and examination forms etc.

h) Publication of Text and Reference Books:

A teacher who is actively involved in teaching different subjects over a period of time gains confidence and proves to be an effective teacher. He also updates his knowledge and keep himself well aware of the changes that are taking place in his subjects. Such senior and experienced teacher shall render service to the students and scholars by writing text and reference books. To facilitate the teacher to write text and reference books he shall be encouraged to use library and other resources of the college / Institute. The revenue earned shall go to him /her.

Part II Staff Development Programs:

Staff development programs could be broadly categorized as below:

- a) Acquisition of higher qualifications
- b) Continuous Learning
- c) Community Services

The incentives available to the staff members shall be similar to the incentives available under similar heads covered under faculty development program in Part

PART III Implementation of FDP and SDP

The implementation of the FDP and SDP shall be, monitored and implemented by a committee at the college / Institute level. The FDP and SDP shall have following members.

1. FDP and SDP Committee

a. Principal (Ex-officio member)	Chairman
b. Vice Principal (academic)	Member Secretary
c. HOD and R and D Centre	Member
d. TPO	Member
e. One HOD (in rotation for one academic year)	Member
f. NBA Co- Coordinator	Member
g. Registrar / O.S.	Member
h. Librarian	Member
i. Work shop superintendent	Member

2. The Role and Responsibilities of the committee:

- 1) To invite and coordinate FDP and SDP proposals before the common meet of the academic Year.
- 2) To scrutinize and approve the proposals for SDP and FDP in first month of academic year .
- 3) To consider proposals for FDP and SDP received after the scheduled month in their merit.
- 4) To prepare budget estimates for FDP and SDP in the first week of Feb. of each financial year.
- 5) To monitor the progress of ongoing FDP and SDP regularly.
- 6) To sort out difficulties of faculty and staff involved in FDP and SDP.

- 7) The committee shall not encourage participation in such programmes more than twice in an academic year
- 8) All such deputations whether paid or sponsored shall depend upon the exigencies of the work of the college.
- 9) Financial assistance for registration and miscellaneous expenditure shall not exceed more than Rs.1500/- per programme, incase the registration charges exceed this limit same shall be borne by the concern faculty.

3. The Tenure:

The tenure of the Committee shall be for three years.

4. Frequency of the Meetings :

The Committees shall meet at least once in two months.

5. Quorum :

The quorum shall be five of which the presence of the chairman, convener and HOD is Mandatory.

6. Finance :

Provision for finance for conducting FDP and SDP shall be done by applying to various funding agencies. In case funds are not available from funding agencies, activities shall be carried out if the budgetary provisions are available.

Prepared by
(Dr. S. M. Kelo)
Principal, PREC



Pravara Rural Education Society, Pravaranagar

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No. 9 - Policy Document for Rewards and Awards

1. Introduction :

To motivate the faculty and staff to upgrade their professional skills and knowledge continuously and appreciate their commitment, achievements and contribution to the development of stakeholders like students, institution, parents and the community, the Pravara Rural Education Society, Loni has purposefully introduced a system of rewards and awards.

2. Objectives :

- To motivate faculty and staff to excel in their contribution to the cause of college.
- To appreciate their achievement from time to time.
- To recognize the commitment to the vision and mission of the institute.
- To appreciate their contribution in the development of students as the primary stakeholders.
- To motivate faculty and staff to pursue Research and Development activities.

3. Constitution of the committee:

The Rewards and Awards Committee at college level shall be constituted as below.

- | | |
|----------------------------------------------------------------------|----------------------|
| i. The Principal | Ex. officio-chairman |
| ii. One representative of the management. | Member |
| iii. Two faculty members of the college nominated by the Management. | Member |
| iv. One representative of the staff nominated by the Management. | Member Secretary |

4. Quorum of meeting:

The quorum shall be three including the chairman and representative of the management.

5. Frequency of meetings:

The meetings shall be held once in a semester or twice in an academic year.

6. Role and responsibility of the committee:

- To take the review of the performance of faculty and staff periodically and maintain a record of their achievements.
- To consider the results of the examinations of affiliating body of the last three semesters / academic years in the subject taught by the teacher.
- To review attendance register of the teacher by accessing the attendance record of the subjects taught by him during the past three semesters / three academic year.
- To issue circulars /notices for the information of the faculty and the staff inviting their outstanding performances, if any periodically.
- To consider outstanding reports of the faculty / staff for the last three years.

7. Tenure of the committee:

The tenure of the committee shall be for five years.

8. Coverage: All the approved faculty and staff of the college.

9. Scheme of Rewards and Awards:

Sr. no.	Achievements	Reward / Award
i.	Excellent academic result in the subject(min.85 %) for successive three years in University of Pune examinations	A letter of appreciation. (Ref. Annexure I)
ii.	100% attendance in the class of more than 75% students at the subject taught by the faculty successively for three semesters/ academic years.	A letter of appreciation.
iii.	For paper publication in national and international journals.	A cash award of Rs. 1000/- and a letter of appreciation.
iv.	For paper presentation in national and international conference.	Reimbursement of the cost of to and fro journey and a letter of appreciation.
v.	Publication of Text books by renowned publisher.	Cash award of Rs. 5,000/- and a letter of appreciation.
vi.	Scholarships received by faculty to pursue PhD in national and international universities.	Deputation on half pays leave (max three years) with a bond to serve the institution for at least 5 years after the scholarship is over. In case of default / breach of agreement pay to the institute twice the amount reimbursed as course fees.
vii.	Faculty and staff to acquiring higher qualifications relevant to the needs of the college.	Reimbursement of full fees till the completion of the course of maximum duration of three years. Three years bond to serve the institute after completion of course. In case of default / breach of agreement pay to the institute twice the amount reimbursed as course fees.
viii.	Outstanding appraisal reports in consequent three years.	A cash award of Rs. 5,000/- and letter of appreciation.
ix.	For grant of patent	A cash award of Rs. 10,000/- and letter of appreciation.
x.	Best teacher award at state / National level.	Felicitation by the Management.

Budget/Expenses provision-

For the rewards and awards, at the level of college a separate budget provision shall be made.

Prepared by
Dr. S. R. Pattan
Principal, PRCOP, Loni

(Annexure I)

Date -

Letter of Appreciation-

To,

We, the Chairman, Vice Chairman and the members of management of PRES, Loni, along with the Principal/ Director of the institution are pleased to present you this letter of appreciation for your outstanding achievement, your contribution for presentation/ publication

.....
receiving excellent name for our society.

We heartily congratulate you for your excellent contribution to the cause of the college.

**Chairman
Pravara Rural Education Society,
Pravaranagar**



Pravara Rural Education Society, Pravaranagar

A/P-Loni Kd, Tal-Rahata, Dist-Ahmednagar, (MS), Pin-413713

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No.10 - Policy document on student's discipline

1. Introduction:

It is designed to provide positive constructive learning experiences for students who have violated institutes behavioral standards. The primary purpose of the program's lesson is to dole out consequences for unacceptable behavior. We believe that students need to think about how their actions affect the other students, and how other students feel when they become subjects of disrespect.

By emphasizing the feelings and rights of others, we attempt to lead the students to a more empathetic and social understanding of the effects of their actions and the fact that their behavior impacts on the whole college community.

We will prompt the students to move from past mistakes and rethink old habits and actions. Within this framework, the role of the teacher is to reinforce the behavioral goal for each student with cautioning his,/her about the consequences of violating institute behavioral standards.

2. Objectives :

- The objective of policy document on student's discipline is to maintain discipline in students during the in-campus as well as out-campus activities.
- Discipline is important to maintain the standard of the institute.
- It will ensure a quality product (student) at the end of the course which can definitely give a good placement to the student
- The industry will also get supply of quality students from the institute.
- The discipline policy is devised as a means to address all issues that are disruptive to the teaching and learning environment.

3. Role and Responsibility of Discipline committee:

The responsibilities of Discipline Committee includes various activities like discussing importance of discipline with students, observing their behavior, correcting them whenever necessary etc which are described in detail hereunder.

The discipline committee at college/institute level shall comprise of :

- Chairman** : Vice-Principal administration
- Member** : Head Of Department (On rotation annually)
- Member** : Dean first year
- Member** : Warden of hostel (one each from boy's and girl's hostel)
- Member Secretary** : Registrar/O.S

The role and responsibilities of Discipline committee are as follows:

- To make students aware of their roles and responsibilities by following rules and regulations of the college/Institution.

- ii. To keep track of the behavior of students.
- iii. To consider cases of indiscipline reported by faculty /staff/Principal to the committee.
- iv. To take corrective action to move his/her behavior towards disciplined behavior.
- v. To maintain complete records of cases of indiscipline considered by the committee.
- vi. To maintain proceeding book of the meetings.

4. Frequency of discipline committee:

The committee shall meet at least once in a month.

5. Quorum :

The quorum shall be three of which the attendance of the chairman and the convener is mandatory. The tenure of the discipline committee shall be for four years.

6. Discussing The Importance Of Discipline And Giving Instructions To Students Regarding Standard Behavior That Institute Expects:

a) Discussing the importance of Discipline to Students :

It is required that students should be informed about the importance of discipline in College/Institute as well as outside the institute before giving them the instructions regarding expected standard behavior. Responsibility of discussing importance of discipline and instructing should be placed on the respective Principal/ HOD/ Dean/ Section in charge.

The importance of discipline to be communicated to students can be as follows :

- i. Discipline is essential for students progress and achieving success in the chosen course.
- ii. Discipline is important to maintain the standard of the institute/college.
- iii. Discipline is important for a quality output.
- iv. Discipline ensures quality which helps for getting a career opportunity.
- v. Discipline is essential aspect for doing his/her job in industry so that, he/she will not face any problem once he/she enters the industry.

b) Giving instructions to students regarding standard behavior that institute/college expects :

Students should be instructed to avoid misbehaviors like :

Use of mobiles in the campus, not attending classes in formal dress , chewing tobacco in premises, misuse of corridors and passages, overcrowding in office and canteen, rowdy behavior, not observing traffic rules, using abusive language with colleagues and juniors, damage of property etc.

Students should also be instructed to maintain discipline in other aspects such as :

- i. Maintaining silence in classrooms and campus.
- ii. Coming to the classes on given time.
- iii. Submitting assignments / homework on time.
- iv. Maintaining a respectful behavior with faculty.

c) Issue of Student's Manual to students:

A students manual /brochure containing rules and regulations of the college /Institute shall be prepared and supplied to the student at the time of admitting him/her.

The contents of the students manual shall be thoroughly discussed with the students during induction program organized by the college/institute.

7. Observing The Behavior Of Students:

It is required that the members of Discipline committee as well as all other faculty members and staff shall observe the behavior of students in-campus or out of campus activities.

8. TAKING CORRECTIVE ACTION TO MOVE HIS/HER BEHAVIOR TOWARDS DISCIPLINED BEHAVIOR :

All cases of misbehavior as stated above and that follow be reported in writing briefly narrating the incidence and the names of student involved in the acts of indiscipline.

The committee shall inquire into the matter within 24 hours of the occurring of the incidence and report the case to the Director /Principal with recommendations for action.

The cases of indiscipline may occur in the campus or out of campus, these are categorized and the consequences and corrective actions that shall be initiated under such situations have been given under various categories mentioned below :-

A] GENERAL RULES:

- i. Students should be punctual in attending classes, practical and regular submission of assignment and projects. If their progress, conduct and attendance is not satisfactory, they will not be allowed to appear for the examination / placements.
- ii. Loitering in the college corridor or/campus or during the class or after lectures and practicals is not permitted.
- iii. No student shall use unfair means in any of tests, examinations, orals, project work arranged by the Institute. 'Unfair means' include transcribing unauthorized material, violence and intimation of students, supervisory staff, and staff appointed to conduct the examination work. In case a student is found guilty of such acts, he/she shall be expelled from the examination etc. A further action as deemed fit shall be initiated to deal with this act of misconduct.
- iv. More than 75% of the full attendance in theory and practical is mandatory. A student failing to comply with this is likely to be debarred from the subsequent semesters.
- v. Students are expected to wear laundered, clean dress and apron while attending the Institute. On days specified by the Institute they shall follow a formal dress code. No chappals / slippers and casual wear is allowed in the institute premises.
- vi. Smoking, tobacco chewing, consumption of alcohol and use of 'Drugs' are strictly prohibited in the premises of Institute, hostel and the canteen. Students found guilty will be summarily expelled from the Institute and handed over to the Law Enforcement Authorities.
- vii. Eating or drinking anywhere in the campus is strictly prohibited.
- viii. Student's mobile phones shall be switched off in the institute. In case they are found using mobiles; the same be confiscated.
- ix. Damage to the property of Institute like tampering with fixtures, fittings, equipments, instruments, furniture, books, periodicals, walls, windows panes, vehicles etc. will be viewed seriously and is likely to result in recovery of the cost of damage and instant expulsion of the defaulting student/students from the institute, if necessary temporarily for a period of one week or permanently if damage cause is serious.
- x. Ragging in any form within or outside the Institute and hostels is totally banned. Any student involved in such activities will be expelled from the Institute and handed over to

the Law Enforcement Authorities as per the provisions of University Of Pune/ AICTE.(See Annexure –I)

- xi. Students shall wear identity card issued by the Institute on the campus.
- xii. A student will not be allowed to participate in the recruitment process by companies unless they have cleared all the dues and their assigned preparatory work.
- xiii. The Principal reserves the right to strike off the name of the student from the roll for non-payment of the course/hostel/other dues in time.
- xiv. The authorized media of communication with the students of Institute is the notice board. As such, the students are expected to read the notice board regularly. The Institute shall not accept any responsibility for loss caused due to negligence of the students not for reading notice regularly displaced on the notice board.
- xv. Bicycles, Scooters and other vehicles shall be parked only in the area provided for the purpose on their own responsibility.
- xvi. All the students are expected to behave and work decently in the institute and its premises, befitting a global professional.
- xvii. The use of any verbal or non-verbal language or gestures that will rise to the level of disrespect will not be tolerated .
- xviii. Any student of the institute if expelled or debarred from the institute or his/ her name is struck off from the muster roll; amount paid by the student in any form to the institute shall stand forfeited.
- xix. Tuition fees and other fees once paid shall not be refunded on any account.
- xx. Student are bound by the rules and regulations framed by the Institute from time to time. Any violation of the rules or an act of indiscipline on the part of the student shall result in disciplinary action leading to dismissal from the Institute.
- xxi. All the admissions are provisional until eligibility is granted by the University.
- xxii. All students shall give name and address, mobile number of parents, local guardian to contact in emergency.
- xxiii. All students shall take prior permission in writing from the Principal for activities such as, any social, personal and cultural gathering festival meeting, exhibitions, sports etc.
- xxiv. Any legal dispute between the Institute and a student or his/her guardian, arising out of the relation established by admission will be dealt within the Jurisdiction of Nasik, Maharashtra.

B] PLACEMENT (To the colleges and institutes where summer training is mandatory)

Introduction:

The Institute has established a Placement Cell managed by faculty and students. With the aim to provide a) Summer Training Placement for Projects b) Final Placement after completion of course.

- i. If a student is selected for summer training through the Institute, it is mandatory to accept it or else he/she will have to make his/her own arrangement for summer training.
- ii. The institute will not assist those students for summer training who are choosy on job location, job profile or stipend.
- iii. Each student undergoing summer training in a company/ Industry shall make weekly reports to his/her guide about the progress and receive instructions from the guide.
- iv. Each student shall keep minimum 75% attendance in the company while training.

- v. Misconduct of any kind by the students in the company during the summer training is likely to be punished leading to non granting of term.
- vi. The students are to follow the procedures / rules / regulations of the company during summer training. Based on the actual training students shall prepare a project report and submit to the training and placement officer by the stipulated date fixed by the Institute.

C] FINAL PLACEMENT:

- i. Student having consistent attendance record shall be eligible for campus placement assistance.
- ii. Students having more than two backlogs will not be eligible for placement.
- iii. Attendance for pre-placement talk (PPT) is compulsory for all student. The decision to apply will be made by the student only after the PPT.
- iv. Students are not allowed to approach the company directly or refuse an offer by the company or discuss salary and other details, after the PPT or having the interview.
- v. Student found guilty of misconduct or misinformation or purposely “Underperforming” during the selection process will not be considered for further campus selection process.
- vi. Student selected through placement process of the Institute are bound to accept the first offer made by the company, failing which the student will be debarred from further campus selection process.
- vii. After accepting an offer ,the student must ensure he/she joins the company on the date required, failing which the Institute will not provide further assistance for his/her placement.
- viii. Each student will be allowed only five placement opportunities after which he/she will not be considered for further opportunities.

D] LIBRARY:

a. General rules and regulations of the library

- i. Working timing of the library shall be from 9.30 am to 5.30 pm. The timings will be extended beyond working hours if the students request for the same.
- ii. Silence inside the library must be strictly maintained.
- iii. No personal belonging including books are allowed inside the library.
- iv. Books borrowed on a particular day will not be accepted for return on the same day.
- v. Mobiles phone are strictly prohibited inside the library.
- vi. Books taken from the shelf need to be kept on the table and not back on the shelves.
- vii. Library catalogue kept at the entrance (public access catalogue) need to be used before making entry for selecting any books.
- viii. Always keep library card with you while making use of the library.
- ix. A borrower shall withdraw his/her deposit amount within six months after the declaration of the results. Otherwise it will be forfeited.
- x. Books can be borrowed for a period of one week only by the student. If the same is not refunded within this prescribed time he/she shall be liable to pay fine of Rs. 5/- per day for the first ten days and Rs. 10/- per day thereafter.
- xi. No due certificate shall be obtained from the library before leaving the college/institute. Double the market value of the book shall be recovered from the member if the books are damaged or not submitted to the library before leaving college/institute.

- xii. A borrower is responsible for the safe custody and return of the borrowed book / publication. In the event of its being lost or damaged he/she will have to reimburse double the cost of the market value of the lost book.
- xiii. Writing, markings erasing of any marks, on any book or manuscript will be considered as misconduct. Suitable action against the borrower shall be initiated.
- xiv. A book may be reissued only after the same is returned No automatic renewal is permitted.
- xv. Periodicals and Journals have to be referred in the Library as they are not to be issued on individual's name.

b. Issue of Clearance Certificate :

After the student completes the course or if a student leaves the Institute. He has to obtain a clearance certificate from the librarian which will be issued to him after verifying following aspects-

- i. Dues outstanding if any have been paid by him.
- ii. Library card has been surrendered to the library.

c. Loss of membership card:

in the event of loss of membership card, the same shall be reported to the librarian in writing immediately. The members, whose membership cards have been lost, shall be held responsible for the book issued to them. In case member loses the book or damages the book, cost of replacement with a fine of 50% of the cost shall be recovered from the member.

d. Care of the Property :

Library is an asset which has to be used carefully and developed for use of its member in future. As such causing damage or loss to the books, periodical and other library property like furniture, fixtures and portraits shall be seen as a major misconduct inviting following actions against the default member.

- i. Suspension of membership temporarily or permanently.
- ii. To recover double the market price of the books / periodicals and such other library property along with suitable fine as decided by the Director/Principal.

e. Rights of Librarian

The Librarian reserves the right of preventing any member from entering in the library, reissue or recall any issued books as per need. In this case, the decision of the librarian will be final and binding.

f. Timing (Book Issue) – 9:30 a.m. to 5:30 p.m. (Monday to Saturday)

Collection of fine:

Details	Fine
i)Books not refunded within prescribed time:	Rs. 5/- per day for the first ten days and Rs.10/-per day thereafter
ii) Writing, markings, erasing of any marks on any book or manuscript.	Rs.50/- or in case of indiscriminate marking, erasing or writing double the cost of book will be reimbursed
:	

E] HOSTEL :

Hostel is an environment created by the management for the students as a home, away from their home to provide a tranquil and serene environment, to enable the students to pursue their studies sincerely and regularly. In order to achieve this goal, following rules and regulations have been made which every hostelite shall follow strictly without deviation.

- i. Visitors, guests, well-wishers and all other persons not authorized by the Director/Principal shall not be allowed to enter the hostel under any circumstances.
- ii. Visitors shall be required to wait for the inmates outside only. They can contact the warden / Watchman/In charge of the hostel. However, such meetings are limited for a period of 15 minutes only.
- iii. Warden shall take rounds of the hostel as per his/her convenience regularly in addition to the attendance round.
- iv. The Director/Principal, Warden or any other authority so authorized by Director/Principal shall take a complete search of the rooms and belonging of the students, if necessary in case of doubts.
- v. Heating items such as shegadies, hot plates are strictly prohibited. Such items if found shall be immediately confiscated and handed over to the institute's office for disposal. Computers / irons can be permitted at an extra cost decided by the institute.
- vi. Hostelites are not permitted to maintain any vehicles.
- vii. Hostelites shall take full care of the hostel property such as fixtures, fittings, doors, windows etc. And shall not damage them in any way. In case of damages, full cost of damage with fine shall be recovered from the concerned student.
- viii. In case of such damage, in addition to recovery of cost of damage, such an act will be treated as misconduct and suitable action will be taken against defaulters.
- ix. Hostelites shall not use indecent language or engage in quarrels with fellow hostelites. They shall not disturb other hostelites by engaging in demonstration, shouting, singing playing etc. They shall not behave in a manner unbecoming of a student of this Institute, including passing indecent remarks on passerby or shouting at them. Any infringement of this rule shall be treated as misconduct.
- x. Hostelites shall refrain from smoking, taking alcoholic drinks otherwise becoming a nuisance to others within the hostel premises. Such an act will be deemed as misconduct.
- xi. If the hostelite is absent without prior permission of the Warden for a fortnight, he/she cannot reclaim the accommodation without permission of the Principal.
- xii. No each transaction for any payment is to be made in the hostel. All payments are to be made only through the Bank and Cash counter of the Institute
- xiii. No part of the Hostel fees paid by the hostelite shall be refunded in case expelled from the hostel / leaves the hostel on his/her own accord.
- xiv. Misbehavior or misconduct within or outside the hostel premises shall be punishable and ultimately may result in expulsion from the hostel.
- xv. The students are advised not to keep money and other valuable in their rooms but make use of the banks nearby.
- xvi. The hostelite shall not stay away from the hostel other than in the Institute during the night except with prior written permission of the warden / Director/ Principal which shall be obtained by stating the exact reason and the time of return.

- xvii. Hostelites wishing to go out of station temporarily shall apply in writing to the Warden / Director/Principal specifying the date and time of departure, address and telephone no. where he/ she could be contacted during absence from the hostel.
- xviii. Hostelites are required to state in the application the names and addresses of the local acquaintances or relatives whom they usually visit during the holidays, mentioning that they are permitted by their parents / guardians for doing so.
- xix. Hostelites are permitted to convene and conduct meetings in the hostel premises only with the prior permission from the warden / Principal. Conduct of unauthorized meetings shall entail disciplinary action.
- xx. All complaints in regard to the hostel maintenance and upkeep shall be made to the warden / Director/Principal in writing for which a register is kept with the watchman.
- xxi. Boarding is not compulsory and the students are at liberty to make use of the facilities either in the hostels or nearby eating establishments. They shall, however see that they observe the timings of the hostels while using outside facilities.
- xxii. The hostelites shall not indulge in any form of antisocial or prohibited activities leading to indiscipline and undesirable environment either inside or outside of the Institute or hostel or any other place. If any hostelite is found resorting to such activities, he/she is liable for severe punishment including expulsion from hostel and or Institute and the punishment may include handing over of such hostelites to the Law Enforcement Authorities.
- xxiii. Every student admitted to the hostel within 10 days from the date of admission shall have to undergo full medical examination and produce a certificate of fitness from the registered Medical Practitioner authorized by the Institute.
- xxiv. All students admitted to the hostel shall attend functions such as 15th August, 26th January, seminars and such other ceremonies organized by the Institute without fail. Deliberate absenteeism from such functions shall be deemed as misconduct.
- xxv. Hostel admission shall be given only after the student pay prescribed hostel fees and deposit and submit his/her application to the Director/Principal in the prescribed hostel admission form.
- xxvi. Ragging in any form shall be treated as a serious misconduct and hostelites found guilty of such misconduct shall be expelled immediately from the hostel and may include handing over of such hostelites to the Law Enforcement Authorities.
- xxvii. Hostelites has to take their food within a specified period of time, if not , it shall not be responsibility of college to make them food available.
- xxviii. **Timings of the Girls Hostel :**
 In time: Upto 6.00 pm
 Prayer / Attendance time: 6.30pm
 Breakfast time: 7.30 am – 8.00 am
 Lunch time: 12.00 -1.30 pm
 Dinner time: 07.00-8.00 pm.
Note : While taking round of the girls hostel by any authorized person if he is male shall necessarily be accompanied by the warden of the hostel.
- xxix. **Timings of the Boys Hostel :**
 In time : Upto 9.00 pm
 Prayer / Attendance time: 6.30 pm
 Breakfast time: 8.00 am – 9.00 am
 Lunch time: 12.00 -1.30 pm

Dinner time: 07.00-8.00 pm.

- xxx. The decision of the Director/Principal in regard to interpretation of the rules or any other matter not specially mentioned above shall be final. The Director/Principal has an absolute discretion and reserves the right to modify any of the existing rules as and when necessary.

F] COMPUTER CENTRE :

- i. No student will be allowed to come to the computer centre without his/ her identity card.
- ii. Students shall not be allowed to use the computer centre beyond the stipulated hours prescribed.
- iii. The students are advised to check his/her computer system every day before they start working.
- iv. The student shall have to take permission from the faculty / computer staff before going out from the computer centre during his/her lab hours.
- v. If there is any problem in the computer centre related to electric power otherwise any system fault, the students shall have to follow the instructions given by the lab instructor / system administrator.
- vi. If a student faces any problems in computer centre, he/she should approach to the lab instructor.
- vii. No student shall be allowed to do installation of software in the computer centre.
- viii. If a student is found tampering or damaging any property of the computer lab/computer centre he/she will be dealt with severely as per the discretion of the Principal. The defaulter student will be warned fined or disallowed further use of the computer centre at the discretion of the Director/Principal.
- ix. Any student found violating any of the rules shall be disallowed from the use of computer centre and shall not be permitted to enter the computer centre for a period specified by the Principal, He/She will also be treated as 'Absent'.
- x. While working in the computer centre the noise level shall be low so that other students are not disturbed.

G] DRESS CODE :

- i. As a process of personality development, every student who has been admitted to the Institute shall have to follow the executive dress code as decided by college/institute.
- ii. Each student will get uniform stitched from the authorized tailor appointed by the institute.
- iii. Students are required to come to the Institute in proper Dress code whenever notified or failing to comply, disciplinary action shall be taken against such students. Dress code is applicable on all the days except Wednesday and on all the occasions like Guest Lectures / Industrial visits, interviews and other important occasions.
- iv. Dress code for Wednesday should be befitting an academic institution. The dress shall be well laundered and neither flashy nor cheap.
- v. If the student is found violating the dress code rules repeatedly, he/she may be disallowed to attend the classes, library and other facilities for a period specified by the Discipline committee.

H] LEAVE RULES :

If a student is desirous of availing leave for genuine reasons, he/she has to apply for the same to the academic co-ordinator for availing leave.

I] ALUMNI ASSOCIATION:

Every institute/college shall to constitute their Alumni Association and get registered under Society registration Act (Year 1860, section . All the students are advised to become member of the Alumni association. If they fail to be member of alumni association of the college then they shall be deprived of the facilities like placement and other benefits of the alumni association.

J] ATROCITIES AGAINST WOMEN:

Atrocities against woman shall be considered as an act of major indiscipline leading to expulsion, if found guilty and handing over the case to law enforcing authority as per provisions of policy guidelines on Atrocities against women (Policy guideline No.12)

Prepared by
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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

New Delhi

NOTIFICATION

Dated 01-07-2009

Sub:Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

1. Short title and commencement:-

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

2. Objectives:-

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

3. Definitions:-

- (a) “**Act**” means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) “**Technical Institution**” means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management and Catering Technology, Applied Arts and Crafts and such other programmes and areas as notified by the Council from time to time;

- (c) **“University”** means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.
- (d) **“Academic year”** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (e) **“Head of the institution”** means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- (f) **“Fresher”** means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- (g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And
- (h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

4 What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

5. Measures for prevention of ragging:-

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral patter of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.

6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.
8. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
10. In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the

new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

6. **Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:-**

- a) **Anti-ragging Committee:** Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) **Anti-Ragging Squad:** Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
- f) **Mentoring Cell:** Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

- g) **Monitoring Cell on Ragging:-** The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.
- h) The Monitoring Cell shall coordinate with the the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.
- i) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

7. Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.

1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.
2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.
8. **Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-**
 1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
 2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
 3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
 4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

- b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
 - ii. In case of an order of a University, to its Chancellor.
 - iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

9 Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:-

1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.
2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.
3. All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.
4. The AICTE shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;
 - i. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.
 - ii. Withholding any grant allocated.
 - iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the AICTE.
 - iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media

and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.

v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.

10. Duties and Responsibilities of the All India Council for technical Education:-

- a) All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- f) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- g) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the

Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

11. The All India Council for technical Education shall take the following regulatory steps, namely;

- a) The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical Education, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- f) The All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

(Member Secretary)
AICTE, NEW DELHI



Pravara Rural Education Society, Pravaranaagar

A/P-Loni Kd, Tal-Rahata, Dist-Ahmednagar, (MS), Pin-413713

ISO 9001:2000 Certified/ Adarsha Shikshan Sanstha Award (Govt.of Maharashtra)

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No. 11- Policy Document for Anti-ragging

1. Introduction:

‘Right Philosophy’, ‘Right Knowledge’ and ‘Right Conduct’ are the three ethos constituting the core values at Pravara Rural Education Society, Pravaranaagar. In its objective to be an ultimate destination for world-class education, the society shall prepare and train professionals in the modern era of 21st century with a sense of strong ethical consideration, sound judgment and work culture in global environment. Society believes in social integration in the campus. ‘Ragging’ is considered as a social menace, jinx and an abuse of human rights in the academic environment of the society. Ragging is a criminal offence too and lowers the standards of education. Hence the Pravara Rural Education Society adopts a comprehensive ‘**Anti-Ragging Policy**’ with regard to its concerted efforts to overcome the problem and make the campus absolutely ragging free.

The ‘Anti-Ragging Policy’ adopted by the Pravara Rural Education Society takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon’ble Supreme Court of India instructions /guidelines issued by the University Grants Commission, Ministry of Human Resource Development (Government of India), State Government and other regulatory authorities such as the AICTE and affiliating bodies.

2. The Objectives:

- i. Creating, developing and nourishing conducive academic environment within the student community by their social integration.
- ii. Generating and maintaining a high level of confidence within new entrants and their parents/guardians that new entrants to the institute are not going to be harassed and intimidated and will get all support and learning pleasant environment at the campus.
- iii. Keeping in place an integrated system to discourage and prevent any negative acts like alcoholism, drugs, abuse and ragging; in what so ever be the manner by the seniors, which disrupts socio-academic integration of new entrants.
- iv. Prescribing preventive measures for any violation of the “Anti-Ragging Policy” by way of disciplinary action.

3. Definitions

For the purpose of this policy :

- a) ‘Pravara Rural Education Society covers all constituent colleges/centres established by it within the campus or outside the campus.
- b) ‘Student’ includes any person who is enrolled for any course, in any of the institute of PRES whether full time or part time.
- c) ‘Hostel’ includes the place/(s) where students are accommodated through institutional or private arrangements.

d) 'Ragging'

- i. Any disorderly conduct, whether by words spoken or written or by an act, which has the effect of teasing or handling with rudeness any other students, rowdy or indiscipline activities, which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something, which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.
- ii. Until otherwise specified, the following would constitute the act of ragging:
 - a) Any act that prevents disrupts or disturbs the regular academic activity of a student.
 - b) Exploiting services of junior students for completing academic tasks assigned to an individual or a group of seniors.
 - c) Any act of financial extorting or forceful expenditure burden put on junior student/ (s) by senior /(s)
 - d) Any act of physical abuse including all varieties, sexual, homo-sexual assault, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- iii. Ragging has several aspects viz. psychological, social, political, economic, culture and academic dimensions. The Psychological aspects of ragging as listed below are seen to cause permanent damage to the victim's personality. Such treatment of young and impressionable minds could result in traumatizing them and damaging their personalities beyond repair in the formative years of their lives.
 - a) Any act or abuse by spoken words, emails, public insult or alike should be considered within the physiological aspects of ragging.
 - b) This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfort of others.
 - c) Any act that affects the mental health and self confidence of students can be described in terms of the psychological aspects of ragging.

4. Preventive measures of Ragging :

i. Address by the Director/Principal/Head of the Colleges:

Directors/Principals/Heads of colleges, during their address/discussion to/with parents/guardians, admission aspirants/fresh entrant students at the time of counseling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempt of ragging by seniors while briefly explaining the 'Anti Ragging Policy' of the Pravara Rural Education Society. The efforts during such meets should be directed towards achieving socio_academic integration of new entrants.

ii. Fresher's Welcome/Party:

Each college may organize inaugurals of new batches, towards progressive socialization efforts. Head of the Institute and faculty members, during such inaugurals may provide to the students, the guidelines on behavioral norms.

iii. Social, Cultural and Sports Activities:

To ensure a better socio cultural mix, social integration is very important between all batches. Hence each college of the society shall set up social, cultural, and sports committees, under the charge of a faculty member. Membership of these committees will be on a mixed group pattern, with a cross section of senior and junior students. While on one hand this would help develop the extra curricular activities in the Institutes, on the other hand it would help improve the interaction between students of different batches.

5. Anti Ragging Committees:

Each college of the Pravara Rural Education Society shall have an Anti_ragging committee functioning under the guidance of a Senior Faculty and in direct supervision of the Director/Principal/Head of the Institute’.

a) Principal/Director	Chairman
b) Registrar	Member
c) Head of Department/ Section Incharges	Member
d) Chief Rector, Rector/ Asst. Rectors	Member
e) Admission Counselor	Member
f) A lady staff	Member
g) Vice Principal (Administrative)	Member Secretary

The Committee shall ensure strict vigilance on activities of senior students and shall also be available to the students for any counseling needs either individually or collectively. The Committee in particular will try to analyze the behavioral pattern among the senior students and shall try to identify the potential raggers. They should also provide counseling to ‘freshers’ in order to prepare them for the socio-academic life ahead particularly for adjusting to life in hostels.

Each college should ensure a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating ‘Joints’ (Canteens, Cafes, etc). Hostel/accommodations, where freshers are accommodated, are required to be carefully guarded if necessary, by posting security personnel and placed in charge of a warden.

6. Frequency of Meeting :

The committee shall meet at least once in a month or as many times as necessary in the first month of the academic year.

7. Quorum :

The Quorum shall be fifty percent of which presence of Chairman and Convenor is mandatory.

8. Tenure :

The Committee shall have tenure of three years.

9. Proper Checking of Migration Certificates, Character Certificates and School Leaving Certificates :

Migration certificates, school leaving certificates and character certificates, issued by the previous institution/university to the admission aspirants to any of the University College/Course shall be carefully verified for any adverse entry relating to the student’s involvement in ‘ragging’ related activities at the time of registration for admission. Such students shall be denied admission in the college.

Prospectus and Admission Forms:

- a) It shall be mentioned in the prospectus and admission forms that ragging is banned in all constituents of the college, and anyone found indulging in ragging, shall be punished appropriately which may include expulsion from the College. While providing a gist of the 'Anti_Ragging Policy' of the Pravara Rural Education Society, and also the likely punishments for indulging in such activities, the prospectus for admission to any College of the society shall also mention the number of cases of 'ragging' in the previous academic year/session and the punishment awarded to the guilty. The same shall be made available on the college website.
- b) A specific declaration to be signed by the student seeking admission would be obtained at the time of admission to any course of the college. Admission form without such declaration is liable to be rejected. Declaration form is given in the attached Annexure 'A'.

10. Undertaking from Existing Students and their Parents/Guardians:

An undertaking given in **Annexure-A**; shall also be taken from the existing students and their parents/guardians. Such an undertaking should be obtained, before commencement of the next academic session, failing which registration would be denied to the defaulting student.

11. Display of Boards/Banners in College Premises

Each college of the society shall display suitable boards/banners in front of the college as also the entrance of the college and prominent places within the campus of the college to insist students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of 'ragging'.

The names in case of the college/institute shall include the name and mobile number of:

- i. Registrar
- ii. Directors/Principals/Head of the college
- iii. Dean Student Welfare
- iv. Head of department /Section Incharges
- v. Chief Rector/Asst. Rectors
- vi. Hostel Warden(s)

12. Preventive and Monitoring aspects of Ragging :

MENTORING – Mentoring shall be done as per the policy guidelines covering junior as well as senior students highlighting the effects and consequences of ragging.

13. Disciplinary Aspects of 'RAGGING' :

- i. Principal shall co-ordinate the preventive aspects of ragging, of the college aiming to create a 'ragging free environment'
- ii. Principal shall be responsible for taking steps to ensure that cases of 'ragging' within their college are brought to the notice of the Management, while simultaneously informing the Head of the Department.
- iii. In case of ragging in Hostels the student shall have the option of either complaining to the Principal of the concerned college or the Registrar and also the Hostel Rector/warden.

14. Ragging Reporting Procedure :

- i. If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, shall have the option to file a complaint with the Registrar or Principal at the college. This may be done in writing or orally. However, written complaint is preferable.
- ii. All Committee' members will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- iii. All formal/Informal complaints of 'ragging' may be made to the Principal within the college or directly to Registrar as stated above.
- iv. Immediately, the police shall be informed and FIR lodged against the person involved. The Principal of the college shall be the sole authority to file the FIR with the due approval of the Management.

15. Enquiry Committee :

All cases related to ragging involving students of a particular college only, shall be investigated by the college level committee. The investigations should start within three days of reporting the incident and reports finalized by the 'Enquiry Committee' shall be submitted to the Principal of the college within a period of two weeks. In exceptional circumstances, the Principal may grant extension to the time limit under information to the complainant and the accused.

16. Punishment/Penalties for 'ragging' :

Based on the findings of the enquiry, the 'Enquiry Committee', shall recommend to the Principal of the college to impose any of the punishment/(s) listed below or any other kind of punishment, which they may consider to be appropriate:

- i) Withholding of scholarships or other benefits
- ii) Debarring from representation in events
- iii) Withholding of result
- iv) Debar from hostel/mess
- v) Debarring from appearing in examination/s
- vi) Denying admission to any of the colleges
- vii) Suspension from the college or class for a limited period
- viii) Fine with public apology
- ix) Prosecuting for criminal offences
- x) Filing FIR with the local police
- xi) Cancellation of admission/expulsion from the colleges

17. Appeal :

Appeal with regards to any action taken against the accused at any level and/or against the punishment awarded under this policy, shall lie with the Principal of college, which should be filed within a period of two weeks from the award of punishment.

18. Saving and withdraw Clause :

Principal of the college will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time.

Prepared by
(Dr. L. B. Abhang)
Vice Principal (Academic), PREC

Annexure A

(ON NON JUDICIAL STAMP PAPER OF Rs. 100.00)
UNDER TAKING BY STUDENT SEEKING ADMISSION IN PRAVARA RURAL
EDUCATION SOCIETY, PRAVARANAGAR

Name of the student _____ Name of the
Parent/guardian _____ Course _____
Enrolment No. _____ College _____ Admission year _____

I _____ s/d of _____
do hereby undertake

1. That I will not be involved in any ragging during my stay in the College.
2. That I will follow all rules and regulations established by the Pravara Rural Education Society.
3. I will not involve myself in any activity which may cause mental or physical harassment to any student in the campus.
4. That I will not use any word written or spoken, email which may cause public insult or humiliation to another student.
5. I will remain disciplined at all times whether inside or outside the campus and would also continue to motivate junior students to be disciplined at all times.

I also undertake that if I am found indulging/involved in any activity which constitutes the act of ragging as defined in the Anti Ragging Policy of the Pravara Rural Education Society, which includes rustication from college, withholding of scholarship or other benefits, debarring from representation in events, expulsion from hostel, debarring from appearing in examination(s) and any other punishment that the enquiry committee may recommend and handing over the case to law enforcing authority.

Further, I have also read the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, carefully and fully understood the provisions contained in the said Regulations (available on the University as well as UGC Website).

Date: _____

Signature of the student

UNDERTAKING BY THE PARENT/GUARDIAN OF THE STUDENT

I _____ hereby undertake that if my ward _____ who is my _____ found indulging in ragging or any indecent activity which is not permitted as per the rules and regulations of the Society, as applicable from time to time, the institute may take any action as deemed fit.

Date: _____

Signature of the Guardian



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No.12 - Policy document on Atrocities against Women

1) Introduction :

Atrocity against women is a technical term used collectively to refer violent acts exclusively committed against women. This type of violence targets a specific group with the victim's gender as a prime motive. Women are considered to be the decent half of the society. Sometimes they fall victim to atrocities and the criminal instincts of people at working places or in educational institutions. Therefore, the administration of the institute has a greater role in achieving security and safety of working women.

In 1997, the Supreme Court recognized and addressed the issue of sexual harassment at the workplace. Through this policy document it is extended to students as well.

According the Supreme Court order, sexual harassment is any unwelcome behaviors such as:

- Physical contact and advances.
- Demand or request for sexual favors.
- Sexually colored remarks.
- Display of pornography.
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

Examples:

- Denial of payment or official approval in the absence of sexual favors.
- Pornographic pictures/messages displayed on desks or sent by email.
- Remarks made about personal appearance and dress.
- Colored jokes shared that make others present feel uncomfortable.

2) Objectives :

- To look into the complaints received from the women about the atrocity against them.
- To achieve social security and safety of women in the institution.
- To make the women aware of the legal provisions/ acts regarding the atrocity against them so as to enable them to deal with the atrocities inflicted to them.
- To seek solution to the problem being faced by the victim.
- To report the cases of atrocity against women to the concerned department of the Government.
- To initiate training programmes for self defence.

3) Cell at Institute level against atrocity against women and harassment of women :

The structure of the cell to consider cases of atrocities against women in the institute shall be constituted as below:

- Chairman – Senior most lady teacher of the college /institute.
- Members - Four lady staff members out of which one is from non-teaching staff and Rector of ladies hostel.
- Member Secretary – One lady member.

- 4) **Frequency of meeting of cell:** Once in a three months and as and when a complaint regarding atrocity against women is received by the head of the institution or chairman of the cell.
- 5) **Quorum for meeting:** The quorum shall be three.
- 6) **Tenure of the cell:** The tenure of the cell shall be three years.
- 7) **Functions of cell:** The function of the cell shall be as under:
 - a) To deal with the cases of atrocity against women in the institute.
 - b) To provide a neutral, confidential and supportive environment for women and members of the institute including students.
 - c) To ensure the fair and timely resolution of sexual harassment complaints.
 - d) To provide information regarding counseling and support services on the campus of institute.
 - e) To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
 - f) To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.
 - g) To inform the campus community of their right to a respectful work and learning environment so as to create a campus that is free of sexual harassment. Thus simple respect for all on the campus' should be the focus of the cell.
 - h) To report the cases of the harassment to the Principal with recommendations for further actions.
- 8) **The Cell shall achieve these goals through:**
 - a) **Dissemination of Information:**
The dissemination of information shall be carried out through production, distribution and circulation of printed materials, posters and handouts.
 - b) **Awareness Workshops:**
The cell shall organize awareness workshop about sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning.
 - c) **Counselling :**
Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue. Therefore the cell shall carry out effective counselling of the victims through an expert.
- 9) **Functioning of the Cell:** The written complaint may be submitted signed or otherwise to the cell in a complaint box maintained for the purpose.
 - a) The cell will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
 - b) The members of the Cell will discuss the complaint within a week.
 - c) If the case falls outside the purview of the Cell, the complainant will be informed about the same by the appropriate authority within a week.
 - d) If the case comes under the purview of the Cell, an enquiry committee will be set up immediately. The Committee will submit a report and recommend the nature of action to be taken by the appropriate authority within a week.
 - e) All proceeding of the cell should be kept confidential.

Prepared by

1) Prof. N.G. Nikam, Principal, Polytechnic, Loni

2) Shri. V.V. Bhate, Principal, ITI, Loni



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No. 13 - Policy Document for Mentoring

1. Introduction:

Mentoring is a power free partnership occasionally resulting in lifelong relationship between two individuals who desire mutual growth. One of the individuals usually has greater skills, experience and wisdom. If anyone has knowledge or experience or is simply a good listener he/she has probably already been a mentor – helping someone to learn, sort out a problem or devise a plan.

The term “mentoring” is being used more widely now in our society and people are often encouraged to seek out a mentor.

Mentors are helpers. Their styles ranges from that of persistent encourager who helps one to build self-confidence, to that of a stern taskmaster who teaches to appreciate excellence in performance. Whatever their style, they care about the one and what he/she is trying to do.

(Source: The Macquarie Concise Dictionary (2nd Edition))

2. Objectives of Mentoring :

Mentoring is an essential part of teaching-learning process. Very often a teacher comes across the students who do not respond to teaching owing to personal, emotional, financial, social or a combination of these; relating which impedes the process of teaching learning. Following are the objectives of the Mentoring are to :

- b) Facilitate learning and Speedier adaptation in the new environment
- c) Support experimentation
- d) Provide advice
- e) Increased exposure to ideas and connections
- f) Higher quality performance
- g) Increased connectivity and caring
- h) Manage interpersonal relationship
- i) Encouragement to set goals and achieve these goals
- j) Nurture confidence and potential
- k) Teach to appreciate excellence and develop innate potentials of the student
- l) Offering mutual respect and promoting holistic development of the students
- m) Respond to the Mentee’s needs
- n) Problem solving
- o) Increased exposure to ideas and connections.

3. Mentor :

The dictionary meaning of Mentor is a wise and trusted guide to facilitate the academic process identifying needy students for overall improvement. The term mentor stems from Greek mythology in which Odysseus entrusted the care and education of his child to a friend named Mentor while the father was away on his adventures and travels. Mentoring has come

to be used for a variety of relationship. Some of its synonyms include *role model, coach, guide, sponsor, friend and adviser*.

The person offering the mentoring is usually referred to as a *mentor* while the recipient or partner may be identified as a *protégé* or a *mentee*. A Mentor is someone who helps us learn the ways of the world someone who has our best interest at heart.

4. Mentee :

A less experienced employees/ student who is offered special guidance and support by a respected and trusted person with more experience is a mentee.

5. Frequency of Mentoring:

It is advisable for the mentor to meet the mentees regularly on 2nd and 4th Saturday of the month by making provision in the time table. The mentee may meet the mentor as and when mentee needs counseling/help support by making provision in his time table. The relationship may be time limited (for the term of the course / lifelong).

6. Mentoring Group :

One faculty may be assigned a group of 15 students. Faculty is expected to maintain a record for each student. Any faculty once assigned with a group of mentees will be the mentor till the mentees pass out from the institute.

7. Elements of Mentoring:

There are three land marks of mentoring such as :

- (a) Course related Mentoring
- (b) Professional Mentoring and
- (c) Personal Mentoring.

8. Guidelines for Mentoring:

Mentoring is an essential part of teaching learning process. Very often a teacher comes across students who do not respond to teaching owing to personal, emotional, financial, and special or a combination of these relating which impedes the process of teaching-learning. To facilitate the process of learning and to motivate the mentor to achieve the goals, the mentor may discharge his responsibility within the parameters mentioned below as ethical guidelines:

- i. Maintaining confidentiality
- ii. Being accessible
- iii. Listening actively to the mentee
- iv. Promoting responsible decision making
- v. Motivating and supporting the mentees to achieve their goals
- vi. Ensuring a professional relationship
- vii. Acting as a role model.
- viii. Recognizing when it is time to relinquish the mentoring role
- ix. Encourage creativity

9. Proposed Methods:

Mentoring appears to be one of those good, win-win ideas we affirm but have difficulty in implementing. Mentoring is good for the mentor, the protégé, and organization if done with sincerely and purpose. Following are some of the proposed methods which may be adopted.

- a) Counseling and personal caring

- b) Organizing sport activities to channelize the strength in a healthy way
- c) Organizing cultural activities to showcase creative talent
- d) Organizing debates
- e) Organizing quiz competition
- f) Organizing Language skill development workshop
- g) Organizing Group discussion
- h) Organizing case studies, lab practices and technical analysis activities
- i) Encourage reading habit
- j) Peer counseling
- k) E-learning facilities
- l) Motivation to watch TV (News and Business channels) and
- m) Provide anchoring opportunities during events organized in the institute.

10. Informal and formal observations and documentation: (Ref. Annexure-I)

- a) Formal records should be avoided as it would hinder the development of interpersonal relationship. Mentoring shall be done through a structured approach avoiding embarrassment to the mentee by asking him/her to authenticate the observations made by the mentor. These observations shall be recorded confidentially immediately after the meeting with the mentee.
- b) Bio-data should be developed in the first week in the prescribed format (Appendix-1)
- c) In the subsequent meetings which need not be more than ten per mentee per semester. The mentor should maintain confidentiality. He / She should make observation and record these observations regarding the change in personality /behavior and overall personality. These records should not be developed in the presence of a mentee. The mentee need not be asked to authenticate these documents except his/her bio data.
The observations of the mentor may be presented, as per the format in appendix-II in writing in the monthly meetings of the mentoring committee. These records shall be confidential.

11. Mentoring Committee:

- | | |
|------------------------------|-------------------|
| 1. Principal | - Chairman |
| 2. Course Co-coordinator | - Member |
| 3. Head of Dept. | - Member |
| 4. Dean FE/FY | - Member |
| 5. Librarian | - Member |
| 6. Office Superintendent | - Member |
| 7. Vice Principal (Academic) | -Member Secretary |

12. Frequency of the meeting of Mentoring Committee:

The mentoring Committee shall meet once in a month and at least three times in a semester. The Member Secretary shall maintain all the records pertaining to mentoring and work as the co-ordinator for the process of mentoring.

Prepared by
(Dr.S.M.Kelo)
Principal, PREC

PRAVARA RURAL EDUCATION SOCIETY'S

**PADMASHRI DR. VITTHALRAO VIKHE PATIL INSTITUTE OF TECHNOLOGY
& ENGINEERING, (POLYTECHNIC) PRAVARANAGAR**



A/P. LONI-413736, Tal. RAHATA, Dist. AHMEDNAGAR, (M.S.)
Approved by AICTE, New Delhi. Letter No. F.No. P2/B-III/RC (BB) 9324112, DT.31/3/1994
Affiliated to M.S.B.T.E. Mumbai.

E-Mail: ppl_pravarapoly@yahoo.com Web Site – www.pravarapoly.org

☎: P. Offi.-02422 273484, Office:- 273456



Biodata to be filled by the mentee :

Course : Year : Roll No. :

Name of the student :

Father's name :

Mother's name :

Father's occupation :

Mother's occupation :

Address for Correspondence (Change in address to be updated immediately)

a) Local :

:

b) Permanent :

:

Phone / Mobile (Res.) Mobile :

Email :

Marital Status : Married / Unmarried

Blood Group : Date of Birth :

In case of emergency please call contact no.

(Name : Relation :)

Work Experience (If any) :

Languages known :

Native Place :

Dist./ State :

Committee Member of :

Sr. No.	Examination	University/ Board	Specialization	Medium	Year of Passing	Percentage
1	SSC					
2	HSC					
3	Others (If any)					
4						

Hobbies :

Goal / Aspirations/ Dream :

III. Close friends : (Any Two)

1. Name and Add.

Mobile no. E-mail :

2. Name and Add.

Mobile no. E-mail :

V. Special Achievements (In the Institute) :

.....

Strengths :

Weakness :

Pursuing any other course :

Appeared for any Competitive Exams :

(Month/ Year) : Result

Appearing (Month / Year) :

VI. Summer Project Details

Company Worked With :

Project carried out in (specialization) :

Company Guide :

Contact no.: E-mail id :

Topic of Summer Project :

Stipend (if any) :

Internal Project Guide :

VII. Final Placement (if done during the sixth semester) :

Preferred Industry :

Preferred Location :

If selected from campus : Company's name :

Package offer received :

Working location :

Mentor's Name & Signature

Mentees Signature

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Observation of Mentor on the counseling and visible changes

Sr. No.	Date	Problems faced by the mentee	Counseling in respect of problems	Changes observed	Initial of Mentor
1					
2					
3					
4					

Findings reported to the Mentoring Committee in the mentoring meeting :

Concluding Observations at the end of the term :

Mentor

Chairman

Mentoring committee

Note : If the progress of mentee is normal and positive a formal report is not insisted



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No. 14 - Policy Document on Grievance Redressal

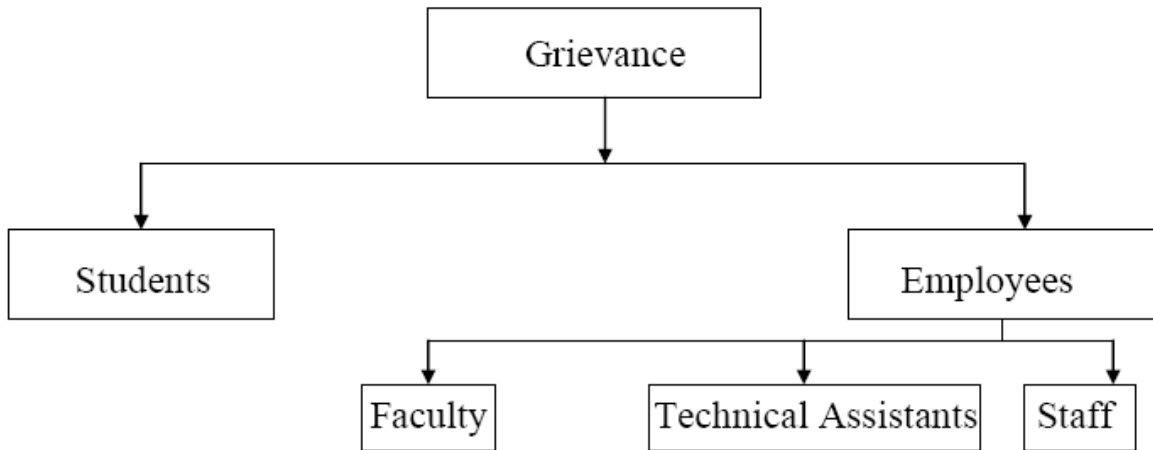
Preamble:

A Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the Institute that a student or an employee thinks, believes, or even feels, is unfair, unjust or inequitable.

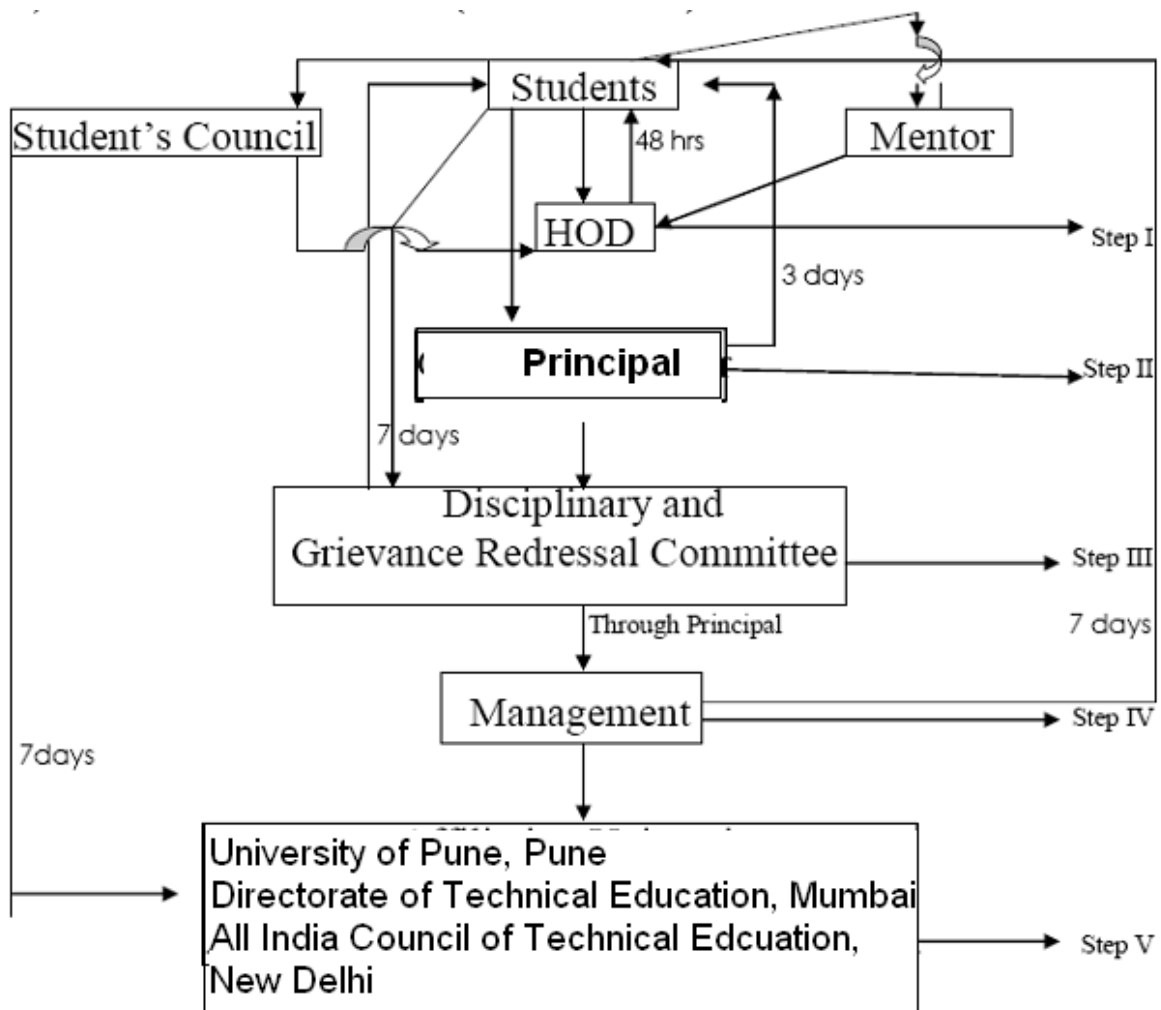
1) Objective:

- a) Linking with a well defined Disciplinary System to make it acceptable to all.
- b) All actions should be prompt for better redressal of Grievance.
- c) To make the redressal process fair, impartial, consistent, with prior warnings and commensurate with gravity of misconduct.
- d) Aim should be on prevention of misconduct rather than controlling through punitive measures.
- e) The objective of the policy is to provide a mechanism for speedily redress the grievance and complaints of the students and employees to their satisfaction in accordance with the applicable rules and regulations of the institute.
- f) Every College / Institute shall constitute grievance redressal committee in the beginning of every academic year specifying names of the members of the committee with a tenure of three years.

2) Classification:



3) Grievance Flowchart (for Students):



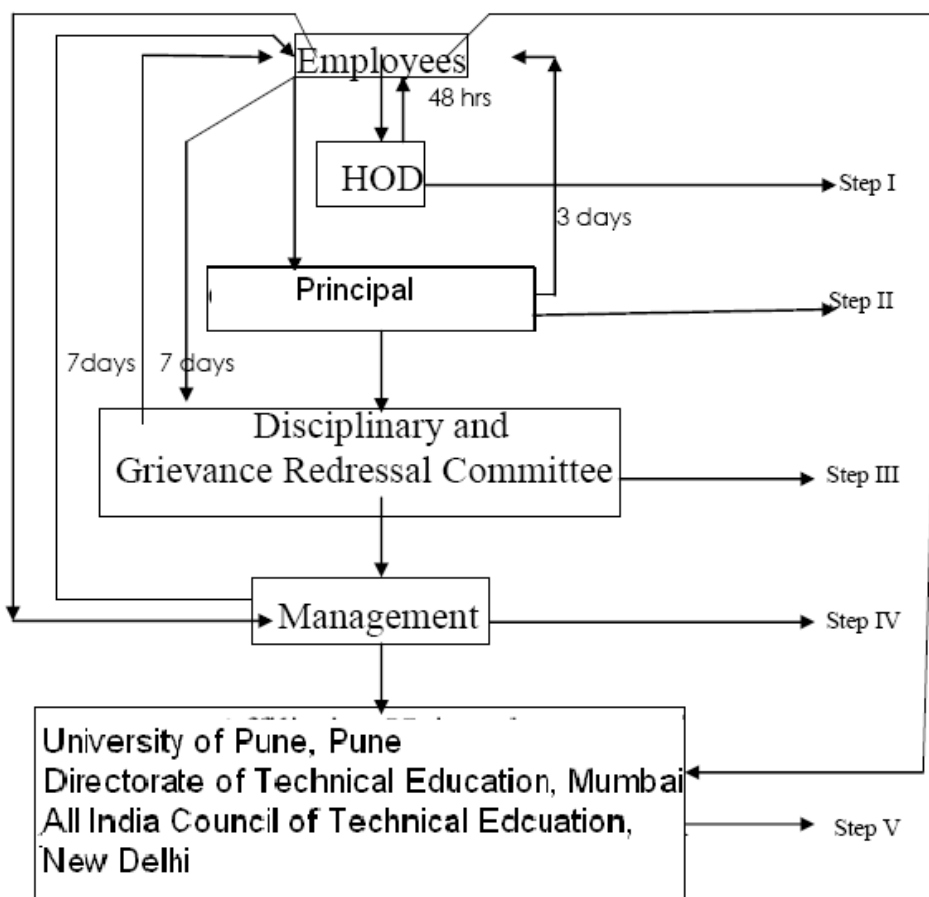
4) Understanding the Grievance: (Students):

- a) **Open Door Policy:** Students informally drop in the HOD's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the said officers.
- b) **Suggestion Boxes:** Students/employees can drop their anonymous complaints.
- c) **Opinion Surveys:** Through mentor and other feedback schemes, the opinion surveys may be conducted for better understanding.
- d) **E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

5) Grievance Redressal Procedure:

- i. An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- ii. If the student is not satisfied with the answer , he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and make its recommendations to Principal within seven days of presentation of the case. The student would be communicated the recommendation within 3 days.
- iii. If the committee fails to take the decision within the stipulated time or the student is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of student's revised appeal.
- iv. If the student is unsatisfied with the management's decision, student's council or management may refer to University of Pune/ affiliating board or Directorate of Technical Education, Mumbai All India Council for Technical Education, New Delhi

6) Grievance Flowchart(For Faculty and Administration):



7) Understanding the Grievance (for employees):

- a) **Open Door Policy:** Employees informally drop in the, Principal's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the Principal.
- b) **Suggestion Boxes:** Employees can drop their anonymous complaints.
- c) **E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

8) Grievance Redressal Procedure (for employees):

- ii) An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- iii) If the employee is not satisfied with the answer , he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and make its recommendations to Principal within seven days of presentation of the case. The employee would be communicated the recommendation preferably within 3 days.
- iv) If the committee fails to take the decision within the stipulated time or the employee is not satisfied with the decision, he/she can an appeal for revision to management.

Management is supposed to communicate its decision within seven days of employee's revised appeal

- v) If the employee is unsatisfied with the management's decision, he/she may refer to University of Pune, Pune and/or Directorate of Technical Education, Mumbai and/or All India Council for Technical Education, New Delhi.

9) Grievance Redressal Committee :

Procedure :

There shall be a Greivance Redressal Committee constituted at every college / institute as below :

- | | |
|--------------------------------------|--------------------|
| 1. Principal | – Chairman |
| 2. Vice-Principal (Academic) | – Member |
| 3. HOD (By Rotation) | – Member |
| 4. Female Faculty | – Member |
| 5. Dean (F.E.) | – Member |
| 6. Student Representative | – Member |
| 7. Vice – Principal (Administration) | – Member Secretary |

Frequency of Meeting : Within 02 days from the date of receipt of Complaint.

Quorum of Meeting : Atleast 04 members out of 07 and presence of Principal and Vice-Principal is mandatory.

Tenure of Committee : Minimum 03 years.

(Dr.A.A.Kulkarni)
Principal, SVIT, Chincholi

Prepared By

(Dr.S.N.Hiremath)
Principal, COPW, Chincholi



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No.15 - Policy Document for Industrial Visit/Tour

1. Objective:

It is a structured effort at improving Industry-Institution Interaction; so that the students become more employable .The theoretical concepts taught in the class room are not enough. They need to be practically understood. We strive to make our students entrepreneur. The purpose of the visit is to expose our students to all the facets of industrial dynamics, new technologies and latest management practices. The main objective is to make our students entrepreneurs in addition to meet the requirement of regulatory authorities.

2. a) Constitution of the committee:

The following members shall constitute the committee.

Chairman	: One Sr.Faculty
Member Secretary	: Placement officer
Member	: Faculty
Member	: Faculty

b) Role and Responsibilities of Committee:

- Identification of appropriate Industry and follow up for the mutual convenient date of visit.
- Preparation of the budgetary expenses and obtaining Principals approval.
- Obtaining students undertaking (Please see format in IV, annexure II)
- Identification of the team of faculty and students to accompany and lead the students to the industry concerned.
- Finalization of the mode of transport , transporter and the necessary transit insurance.
- Identification of the company officials with whom the interactive sessions will be taking place.
- Continuously update the list of industries.
- Maintain records and documentation.

c) Lead Team:

Faculty (Boys)	: One faculty for 15 students
Faculty (Girls)	: One faculty for 15 students
Students Representative:	One for 25 students

d) Role and Responsibilities of Team Leaders:

- Accompany the students to the industry concern.
- Maintain discipline among the students during the transit as well as during the visit within the industry.
- Organize interactive sessions with the company officials.
- Submission of bills for actual expenses.
- Collect students undertaking, students feedback.

vi. Prepare the list of students with their personal details.

3. What is a visit and a tour?

All local industries/organizations shall be treated as industrial visit. Industries/organizations outside city where a night stay is required is called industrial tour.

4. When to visit?

Visits are usually in the month of August or September , when 1st term students are in the mid of the academics where as 2nd industrial tour should be organized in the month of January/February for all the 2nd term . There shall be minimum one industrial visit per semester and one tour per academic year per class.

5. Eligibility of Participants:

All the bonafide, regular students (Boys and Girls) of the institution are eligible to participate in the visit/tour. The industrial visit/tour is obligatory on the part of every bonafide student of the institution.

6. Where to visit?

List of organizations shall be prepared well in advance so that few of them are selected to enable the visitors to obtain necessary permission/clearance. (to be prepared by institute)

7. Approval:

Every tour/visit shall be initially approved by the Principal . The approval is for the place of visit (industry), budget, transport and final actual expenses. The provision shall also be made for arrangement of lunch and refreshment.(Please see format , annexure-I)

8. Duration:

Depending upon the convenience and the permission given by the concerned industries, the duration of a visit/tour shall be planned.

9. Logistics:

The industrial tour/visit shall be organized by the institute at its own cost. Institute is required to identify a good transporter who can provide good and safe bus facility. Care shall be taken by the institute to ensure the proper RTO permits are obtained by the transporter. A college banner shall be displayed /hooked on the bus at the convenient place. The mode of transport and feasibility is at the sole discretion of the college.

10. Feedback

The faculty accompanying the students shall make convenient batches of the students and each student shall present their experiences and additional knowledge gained (Please see format in, annexure III)

11. Expenses for the visit/tour.

The total expenses should be supported by bills and a visit report prepared by the faculty who accompanied the students. The expenses shall be approved by Principal.

12. Undertaking by student:

It is compulsory for every student to tour/visit the industry .It is also important for every student to give an undertaking stating that they are solely responsible for any act of

indiscipline and safety during the transit and while going round the industrial unit/organization (Please see format in annexure -II)

13. Insurance:

In case of industrial tour, insurance coverage for each passenger shall be obtained either by tour operator or the institute as the tour involves overnight stay and long journey.

14. Visit/Tour Report.

The committee shall prepare a final report and update the list of industries from time to time.

Prepared by
Prof. Dr.A. A. Kulkarni
Principal, SVIT, Chincholi

Annexure I

Industrial Visit/ Tour Principal's Approval Note

Date:

Industrial visit/tour is organized on date from----- to -----for all our students of ----- as per the details given below. Principal's approval is requested.

Date of visit/tour: -----
No of students : -----

Name of the faculty accompanying:
1.....
2.....
3.....
4.....

Name & address of the units to be visited:

Name of the Unit	Unit located at	Manufacturers of

Transportation:
Transporter: name & address :

Organised by Institution/Industry concerned

Tel no : (Off) Mob:
Contact person name:-----

Approximate expenditure :

Transportation To&fro :	Rs:
Breakfast	Rs
Lunch/Dinner	Rs
Miscellaneous:	Rs

Total	Rs

Head -Industrial committee

(Approved by)
Principal

Annexure II

INDUSTRIAL VISIT/TOUR (Students Undertaking)

I -----S/O..D/O-----
residing at-----
-----age-----

Mobile No----- a student of *Sir Visvesvaraya Institute of Technology, Chincholi- Nashik*, do on solemn affirmation state and undertake that,

1. I am aware that the institute has the right to prevent me or allow me to participate in the Industrial Visit/Tour.
2. I shall maintain the discipline and do not hold the institution responsible for any accidents/mishaps
3. I shall not behave in any manner which is against the code of conduct of the Visiting industry and shall follow all their safety rules and regulations.
4. Institution has the right to initiate any disciplinary action, in case found guilty of any misconduct.

I am participating in the industrial visit/tour at my own risk on date -----

to (Place)----- M/s (Industry)-----

Name & Signature of the Student

Annexure III

STUDENTS FEEDBACK (Industrial Visit/Tour)

Report date:

Organisation Details:

Name:
Address:

Number of Employees
Turnover (Crores)
Nearest competitor
Engaged in

Arcas/Departments Visited: HRD
 Production
 Finance
 Stores
 Purchase
 QC
 Logistics
 Marketting

Interacted with:

Mr/Mrs..... Mr/Mrs:.....
 Tel no:..... Tel no:.....
 Dept Dept:.....
 Designation:..... Designation:.....

Write Minimum Five (5) lines of your observations :

- a) General Management Structure:

- b) Inventory controls & Stores management:

c) Work in Process/House keeping/ambience.....

.....
.....
.....

d) Material handling equipment used.....

.....
.....
.....

e) Certification of systems/processes.....

.....
.....
.....

f) Employee training procedures:

.....
.....
.....

g) Employee welfare & Motivational techniques.....

.....
.....
.....

h) Hospitality :.....

.....
.....
.....

Name of Student



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No.16 - Policy Document for Entrepreneurship Development Cell

1. Introduction :

The prosperity of a nation and society is measured by its industrialization and economic progress. Keeping pace with emerging technology of today's world, we must incorporate an Entrepreneurship Development activity at institute level to guide and assist the budding and prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support system, information on technologies, etc. This will help the development of nation and will also curb the unemployment problem.

2. Objectives :

- To motivate and inspire students for entrepreneurship.
- To equip them with necessary entrepreneurial skills.
- To provide necessary assistance for starting their own enterprises.
- To organize seminars/ guest lecturers / workshops/ industrial visits/EDP Camps.
- To arrange interaction with successful entrepreneurs.
- To guide to prepare proposal for financial assistance to budding entrepreneurs from different organization, Govt. Depts. and other agencies.
- Prepare the list of successful entrepreneur from the alumni of the institute and to call them to the institute to share their experiences with the current students.
- To prepare and submit proposal to various agencies and government departments for raising funds for carrying out EDP activities.
- Academic calendar of EDP Cell.

3. Committee for EDP Cell :

- | | |
|----------------------------------------------|--------------------------------|
| i) Principal | Chairman |
| ii) One of the Senior faculty | Member Secretary (Coordinator) |
| iii) Expert from Industry | Advisor |
| iv) One faculty member from each of the Dept | Members |

4. Frequency, Quorum and Tenure of the Committee :

Frequency: The committee shall meet at least twice in a semester.

Quorum : Shall be 50% of which presence of Chairman and Member Secretary is Mandatory.

Tenure : Committee shall have tenure of two academic years.

5. Budget:

The EDP Cell shall prepare the detailed budget for the various activities planned by it. The budget shall take into account the financial assistance expected from various agencies and Govt. Dept. The copy of the budget should go to the account of the institute through the principal. (Grants from AICTE / State Government / Affiliating body)

6. Maintenance of accounts :

The account shall be maintained in the name of the institute and operated jointly by the principal and a nominee of the society, if the grants are received from external agencies.

The account so maintained shall be audited at the end of financial year by the C.A. appointed by the society.

7. Maintenance of Records:

A Well documented record of all the activities carried out by EDP Cell shall be maintained in the library.

Prepared by

Prof. N.G. Nikam

Principal

Polytechnic, Loni



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No. 17 - Policy document for Safety of Students, Staff and Faculty

1. Introduction :

Pravara Rural Education Society is the founding organization of all technical institution such as Engineering, Polytechnic, I.T.I, Pharmacy, Architecture and other institutions which are established for socio-economic transformation of the rural masses. It is its desire and bound to insure safety of Men, Material, Building, Equipments, Electrical fitting, Chemical and such other aspects.

2. Objectives :

1. To ensure safety of students, staff and faculty using the facilities available in the institute.
2. To ensure safety of building from flute, fire and earth quake.
3. To ensure safety of machinery, equipments, instruments and tools.
4. To ensure safety of gazette, fixture and fittings.

3. Procedure :

To ensure safety of all the facilities institutes/colleges shall follow following procedures:

- a) To ensure valuable assets such as building, equipment, furniture against flute, fire and earth quake.
- b) To ensure faculty, students and staff against accident and health.
- c) To train maintenance staff to take care of equipments, machinery through supplier and agency and to ensure that these training are given regularly.
- d) Install fire extinguisher at critical locations and train the faculty and staff to operate fire extinguisher by competent agency.
- e) To train users of hazard chemicals in the laboratory through competent agency.
- f) To train users of electrical gazette, equipments, installations such as transformers, generator, motors, lift, stabilizer, server, inverter etc. by the manufacture, vender and specified agency.
- g) To float annual maintenance contract of machinery and equipments and to keep the same updated.
- h) To display the instructions at visible places along with equipments, gazette, machinery etc. and its status and give the precaution of safety.
- i) To display important phone numbers such as fire fighter, police station, hospital and head of institution at prominent locations.

4. Safety Committee :

Constitute the safety committee under the head of the institute and include the head of various sections/department of college as members.

1. Principal/Director	-	Chairman
2. HOD's/Section In charges	-	Members
3. Safety officer/Security officer	-	Members
4. Register/Non teaching staff-	-	Members
5. Vice Principal	-	Member Secretary

5. Frequency of meeting of safety committee:

The safety committee shall meet at least once in a month and record the proceeding in a ledger by notifying meeting agenda at least one week before. Summary of activities of safety for the six month shall be submitted to PRES in the month of June and December of every academic year.

6. Budget Provision :

Expenditure on the account of safety shall be estimated and make the necessary provision of it in the annual budget of the institute.

7. Safety of visitors:

- a) Unauthorized visitor and person shall not be allowed in the premises and in the building of the Institute.
- b) The visitor in groups or individually shall contact the security officer on the gate and meet to the concern person with permission after recording it in the visitor books of the institute.

8. Safety during Tours and Travels:

- a) All the students and staff of institute shall observe all the safety precautions notified by organization/visit places of the interest.
- b) All the tours and travels organized by the institution shall be arranged at their own risk and on responsibility of the individual.
- c) Under taking of the each participant in the group are taken before arranging the visit of organization/college.

Prepared by
Mr. V. V. Bhate
Principal, ITI, Loni



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No.18 - Policy Document for Medical Check Up

A. Introduction/Preamble :

WHO defines Health as a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity .In other words, health is basis of individual and social welfare.

Sound health is a pre-condition for good education. As good education cannot be acquired without the proper frame of the mind and proper frame of mind cannot be possible without proper health and hygiene. In short we can say “Sound mind lives in a sound body”. There is a general feeling among most of us that there is no need to have health or medical tests/checkups done unless we have particular symptoms that indicate we have a medical problem. There are many who think just having a medical checkup without any specific reason can bring to light certain health problems like high cholesterol, high blood sugar, high blood pressure that could make us feel sick overnight. Hence they avoid regular health checkups.

B. Objectives :

1. To find health problems before they start and to detect or prevents disease.
2. To detect diseases and disorders at the early stage to save precious lives
3. To help a student having health problems for living a longer, and healthier life.
4. To inculcate habit of regular health check up in students.

C. a) Constitution of Committee :

The following members shall constitute the committee for health check up.

1. Chairman: Principal of respective institutes.
2. Coordinator: Two faculty Members and two Hostels wardens. (one of them as Member Secretary)
3. Supporting Staff: Two Nonteaching Staff.

b) Frequency: In the beginning of I and II term in the months of May and December in each academic year.

c) Quorum : The quorum shall be five including the chairman and member secretary.

d) Tenure of Committee: The tenure of the committee shall be for four academic years.

D. Role and Responsibilities of the Committee :

1. To conduct Medical and health check up of all the students in the college at least twice in an academic year.
2. To maintain the records of all Medical and Health Check up in soft and hard copy.
3. To inform parents /guardians about serious health problems.

4. To notify contact numbers in case of urgent serious health problems such as wardens, office superintendent, Vice principals and principal.
5. To provide financial assistance in cases of emergency.
6. To notifying parents/guardians in case of emergency out of illness, accidents etc.
7. To give insurance coverage to all the students, faculty and staff and assist in claims, if required.
8. To establish sick room and ensure its proper maintenance and up keep.

E. Sick Room / First Aid Room :

1. One room (12 by 10 feet)
2. One Bed.
3. One weighing machine.
4. First aid box

F. Procedure :

2. Campus Health /Medical Checkup.
3. Mobile Health / Medical Checkup.
4. Tie up with Medical College for regular and specific medical aids.

G. Emergency medical services :

Initially from the funds of the college to be reimbursement by the beneficiary, parents, insurance claims.

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No.19 - Policy Document for Finance committee of Governing Body

1. Introduction :

As per the directions of AICTE it is mandatory for all the colleges/ institutes under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic, administrative and financial decisions for the smooth functioning of colleges / Institutes. The Governing Body shall constitute sub committees as below.

- a. Finance Committee
- b. Building Committee
- c. Purchase Committee
- d. Staff selection Committee

Accordingly, policy guidelines have been framed for the activating of the Finance committee.

2. Constitutions of Finance Committee :

The finance committee shall be constituted as below:

- | | |
|---------------------------------------------------------------------|------------------|
| i. The Principal of the college / Institute | Chairman |
| ii. Accountant / Account officer of the society (Nominated by PRES) | Member |
| iii. Accountant of the college /Institute | Member |
| iv. Vice- Principal , Administration | Member |
| v. Registrar / Office superintendent of college / Institutes | Member Secretary |

3. Role and Responsibilities of the Committee :

- i. To prepare the budget of the college / Institute by the month of Jan every year and present the same to the Governing Body for their consideration and approval.
- ii. To call for proposals for expenditure and approve the same.
- iii. To prepare expenditure statements for presenting to the meetings of the Governing Body.
- iv. To prepare revised budget estimate and to place before the Governing Body for their approval.
- v. To recommend a panel of C.A.S. for consideration of Governing Body.
- vi. To prepare Minutes of Meeting of the Finance Committee and present the same to Chairman of finance committee for approval.

4. Frequency of Meetings :

The accounts committee shall meet at least once in every quarter.

5. The Quorum :

The quorum shall be three, of which the attendance of Chairman and the accountant of the college / Institute is mandatory.

6. The Tenure of the committee :

The Tenure of the committee shall be three years.

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No.20 - Policy document for Purchase of Stores, Equipments, Furniture, Books and Such Other Items (Stores Items)

1. Introduction:-

As per the directions of AICTE it is mandatory for all the colleges/ institutes under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic administrative and financial decisions for the smooth functioning of colleges / Institutes. The Governing Body shall constitute sub committees as below.

- a. Finance Committee
- b. Building Committee
- c. Purchase Committee
- d. Staff selection Committee

Accordingly policy guidelines have been framed for the activating of the Purchase Committee.

It is observed that a sizable amount of budget provision is utilized for the purchase of stores and equipments annually. In order to procure these items efficiently and economically, following policy guidelines have been prepared for implementation by the colleges /institute under PRES.

The purchase of stores items shall be done by constituting purchase committees at the college /institute levels co-ordinated by central purchase committee at the head office.

2. The Purchase Committee of the college/Institute:

Every college/institute shall constitute a purchase committee as the sub-committee of Governing Body having following members’.

- | | | |
|------|-------------------------------------------------|--------------------|
| i. | The Principal | Chairman |
| ii. | Vice-Principal(Administration-Where applicable) | Member |
| iii. | Head of the Depts./Sections | Members |
| iv. | Registrar/Office Superintendent | Members Secretary. |

The committee shall be responsible to compile the requirements of stores and equipments from different departments/sections with full specifications. While examining the requirements of stores and equipments of the college, the committee shall ensure that no items are purchased in excess of requirements/over stocked.

The committee shall ensure that all the equipments, machinery and items of stores are received as per schedule, installed/commissioned within two weeks of the receipt of equipments/instruments.

3. Process:

- a. The process of collecting requirements of stores and equipments for the ensuing academic year shall be initiated by the departments and sections in the first week of the April every

financial year. The purchase committee shall compile and consolidate after carefully assessing the requirements in the last week of April/February and submit the same to PRES.

- b. The requirement of books and periodicals etc. shall be compiled by the college/ institute looking to the needs of students, faculty and researchers. This work could be done by constituting a library committee under the chairmanship of the principal involving students, faculty and the librarian as the member secretary.
- c. A panel of suppliers of stores, books, periodicals and equipments shall be compiled by the colleges/institutions and submitted to PRES for updating the list of suppliers of stores, books, periodicals and equipments at the head office in the week of April.

4. The Central Purchase committee:

PRES shall constitute a central purchase committee for the procurements of stores, books, equipments and furniture, so that duplication of work at the level of colleges/institutions is avoided and maximum cost savings are effected owing to bulk purchase.

The committee shall comprise following members:

- Chairman PRES or his nominee
 - Trustee Members.
 - Special Invitees (Experts)
 - Accounts Officer-Member Secretary
- a. The central purchase committee shall compile and consolidate, requirement of stores, equipments, books and furniture received from the principals of the colleges/institutions in the first week of May.
 - b. PRES involving the principals of the colleges/institutes shall call sealed quotations from registered suppliers in the first week of May in every year. The purchase department of the head office shall prepare comparative statements of the stores and equipments by opening the sealed quotations in the presence of officers/trustees nominated for the purpose.
 - c. The specifications given by the suppliers shall be examined and approved by the principal of the college/his nominee. The PRES shall call the suppliers for negotiations in the third week of May every year. The negotiations shall be done in the presence of the central purchase committee appointed by the society.
 - d. The central purchase committee shall prepare the comparative statements .Comparative Statements shall be carefully checked and countersigned by the concerned principal/his nominee. The comparative statement will be approved by the chairman/his nominee.
 - e. The order shall be placed to the approved suppliers in the first week of June every year so that the stores items and equipments are received by the colleges/institutes before the commencement of next academic year i.e. before first week of July/August, as the case may be.
 - f. No compromise shall be made in the quality of the store items.
 - g. Suppliers, who do not supply the items, habitually, as per schedule and who are observed to adopt unfair means in maintaining quality, shall be black listed by PRES.

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No.21 - Policy Document for Receipt, Storage and Issue of Items of Stores / Stock

1. Introduction :

For the efficient and smooth running of colleges / institutes under PRES, it is necessary to receive and issue items of stores/ stock as per the demand of the end users timely and regularly. To cater for this an adequate store room shall be provided in each college / institute with properly laid out shelves and cupboards.

2. Management of the Store Room :

The stores shall be managed by a trained and adequately qualified store – keeper assisted by one or two store clerks and one attendant depending upon the strength of students and staff. (Teaching and non teaching)

3. The Store – Room :

A store Room shall be provided in the college / institute at a convenient location for receiving and issue of various items of store as per the norms of AICTE / Statuary bodies regulating the college / institute.

The store room shall be provided with adequate shelves and cupboards and such other items of furniture for storing of stores items received from suppliers from time to time.

Inflammable and hazardous stores shall be separated from the general stores.

The store room shall be fitted with fire – fighting gadgets and equipments.

4. Receipts of stores items:

The store keeper shall receive the stores items and ensure that they are the same for which orders were placed. Thereafter, the storekeeper shall counter sign the challans received along with the store items. Incase of doubt, in respect of quality /quantity /specifications he shall contact the principal /vice principal (adm.) and report the deficiencies/ doubtful cases and shall not acknowledge the receipt of the stores items.

5. Procedure :

- i) All the stores items received shall be entered in the general stock register after verification.
- ii) They shall be classified into
 - i. Consumable items.
 - ii. Semi consumable items.
 - iii. Dead stock items.
- iii) The store keeper shall inform the dept/section/principal regarding the stores items received in the Store -Room and issue the same to the department / section /user without undue delay.

- iv) The store keeper shall not delay issue of stores to the end users without valid reasons.
- v) Delays caused in the receipt of stores by the end users shall be reported to the principal within one week from the date of receipt of the stores.
- vi) The dead stock items received shall be numbered by the store keeper as per the standard practice adopted for numbering such items.
- vii) All stores issued to the end users shall be against the indents raised by the end users for the propose for which the stores have been acquired
- viii) The end users shall enter the stores in the Dead Stock register/ consumable register duly authenticated.

6. Frequency of Procurement of stores items :

- a) The Dead stock items shall be generally procured once in the beginning of the academic year.
- b) The consumable items may be procured once in four/three months.
- c) Urgent purchases costing not more than RS. 1000/- may be done in rare cases. The tendency of cash purchase shall be discouraged by the principal as far as possible.

7. Maintenance of the Stores items:

- a) The Store keeper shall ensure that store items highly in excess of requirements are not procured.
- b) The custody of stores items shall be protected against fire, pilferage, damage due to dust and moisture.
- c) Care shall be taken in handling hazardous chemicals and petroleum products.
- d) Casual visitors and unauthorized persons shall be forbidden from the store-room.
- e) End users shall make their own arrangements to receive the stores items from the store room.
- f) The keys of the store room shall be deposited in the key board of the college / institute and receive through the key issue register maintained for the purpose.

8. Registers and Records :

The store keeper shall maintain and be the custodian of following registers and records.

- a) General Purchase Register.
- b) Dead Stock Register of furniture of Class Rooms, seminar hall, canteen and such other items of furniture which are not in custody of departments/ sections/ Adm. Office etc.
- c) The dead stock registers and consumable registers pertaining to departments /sections shall be maintained and kept in the custody of HOD / section incharges.
- d) Consumable registers for common purpose consumables procured in large quantity such as stationary items, paints, oils etc.
- e) Master records of all the dead stock / consumable registers issued to the departments / sections in charges.

9. Periodical physical stock verification :

- a) Dead Stock Items :
100% physical stock verification of all the dead stock items shall be organized through teams of teaching and non teaching staff at the end of academic year and shall be completed at least one week before the start of the next academic year.
- b) Consumable and semi consumable items:

100% physical stock verification of consumable and semi consumable stores items shall be done at the end of each academic term i.e. twice in an academic year.

10. Writing of off stores Items.

- a) Consumable, semi consumable and dead stock items of stores which have become unserviceable and cannot be used any further since their life cycle has expired may be enlisted and shall be submitted to PRES by the principal for their consideration and initiating process of writing off of such items.
- b) Stores items rendered useless owing to negligence.
If the store items are damaged and rendered useless owing to carelessness by the end users, responsibilities shall be fixed on the end users / users and market value shall be recovered and credited to the accounts section of the college.
- c) Damage due to the theft and pilferage.
All such cases shall be promptly reported to PRES and a police complaint shall be lodged in the nearest Police station by the Vice Principal Admn. / Registrar.
- d) Loss / Damage due to natural calamities.
A full report shall be made by the Principal / Vice principal / Register to PRES for further processing.

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No.22 - Policy document for Library

1. Mission:

The mission of the library, as a gateway to the global information environment, is to provide the educational resources needed to meet the academic and research demands of the institution.

2. Goals:

1. To perform circulation tasks accurately and competently.
2. To serve users knowledgeably, promptly and personally.
3. To serve users in an ethical way.
4. To enhance the skills of library workers.

3. Objectives:

1. To develop collections of books, journals, periodicals and other materials that support, enrich and satisfy the curricula and research needs of the institute.
2. To encourage use of the library and its facilities by the students and faculty.
3. To aid and instruct students, faculty and staff in the use of the library and to provide bibliographic guides to the contents of the collection.
4. To investigate the changing educational needs of the community and to provide access to information, programs and services.
5. To provide reference and research services by a variety of means, including printed materials and electronic resources.

4. Introduction:

The library is the center for learning materials and it serves as an important teaching agency by providing bibliographic advice. Formal and informal instructions are given in the use of the library to students through the orientation classes as well as bibliographic instruction as requested. The programs and services of the Library are geared towards implementing the mission of the institute with the specific objectives of meeting the educational needs of the college and to provide community service.

In order to pursue this mission, staff members of the the library is committed to the following core values:

a) Excellence:

Library staff members are committed to the highest realistically achievable standards in their roles as educators, facilitators, collection builders, service-providers and information brokers. They are also committed to teaching, promoting and encouraging the goal of excellence in their users.

b) Integrity:

Library staff members are committed to the practice of ethical behavior and ethical attitudes in all of their dealings with students and staff members, with other departments in campus. They embrace the practice of high standards in their professional conduct and their personal interaction.

c) Service:

Based on their recognition of the intrinsic value of people, Library staff members are committed to service, rather than the pursuit of organizational self interest. In all of the functions of the library's technical services, staff members are intent on providing personal help and innovative programs that will provide answers for the information queries of users. Staff members also aspire to enhance and improve the abilities of all users in personal research skills.

d) Communication:

Clear communication is a vital part of successful service and a foundation of the library's operating principles. We need to be good communicators with library users, who may not be familiar with our policies, the way an academic library works or even some of the terms we use routinely to describe aspects of our job. A good communicator will keep informed about the events, and resources that affect the workplace. Because so much of our work is collaborative, library staff needs to communicate clearly with coworkers about the work they are doing.

5. Care of the Property:

Library is an asset which has to be used carefully and developed for use of its member in future. As such causing damage or loss to the books, periodical and other library property like furniture, fixtures and portraits shall be seen as a major misconduct inviting following actions against the default member.

- i. To recover the market price of the books / periodicals and such other library property along with suitable fine as decided by the Director.
- ii. Suspension of membership temporarily or permanently.

6. Rights of Librarian:

The Librarian reserves the right of preventing any member from entering in the library, reissue or recall any issued books as per need. In this case, the decision of the librarian will be final and binding.

7. General rules and regulations of the library:

- i. Working timing of the library shall be from 9.30 am to 5.30 pm. In case of special requirement from students library shall be open after office hours.
- ii. Silence inside the library must be strictly maintained.
- iii. No personal belonging including books are allowed inside the library.
- iv. Books borrowed on a particular day will not be accepted for return on the same day.
- v. Mobile phone are strictly prohibited inside the library.
- vi. Books taken from the shelf need to be kept on the table and not back on the shelves.

- vii. Library catalogue kept at the entrance (public access catalogue) need to be used before making entry for selecting any books.
- viii. Library cards always be kept with the students and shall make use of the same in library.
- ix. A borrower shall withdraw his/her deposit amount within six months after the declaration of the results. Otherwise it will be forfeited.
- x. Books can be borrowed for a period of one week only by the student. If the same is not refunded within this prescribed time he/she shall be liable to pay fine of Rs. 5/- per day for the first ten days and Rs. 10/- per day thereafter.
- xi. The staff members if leaving the institution he/she shall return all the borrowed material from library and shall obtain no due certificate.
- xii. A borrower is responsible for the safe custody and return of the borrowed book / publication. In the event of its being lost or damaged he/she will have to reimburse double the market cost of it.
- xiii. Writing, markings, erasing of any marks on any book or manuscript will be considered as misconduct and he/she will have to pay fine stated by library committee.
- xiv. A book may be reissued only after the same is returned No automatic renewal is permitted.
- xv. Periodicals and Journals has to be referred in the Library as they are not to be issued on individual's name.

8. Library committee:

The library committee at college level shall comprise of :

- i. **Chairman** : Academic Dean
- ii. **Members** : Head Of Departments/Section in-charge
- iii. **Member** : Assistant Professor/Associate professor one from each branch
- iv. **Member** : Registrar/ office superintendent
- v. **Member Secretary**: Librarian-convener

9. Role and responsibility of the committee:

- i. To issue circulars at least one month before the starting of each semester and compile requirement of books , periodicals and relevant library resources.
- ii. To prepare annual budget estimates for library and submit the same for approval of the principal
- iii. To organize annual stock verification and submit the report to a principal by the end of May every year
- iv. To ensure proper upkeep and maintenance of the library
- v. To compile books required for binding and arrange to give them to the binder in the month of May every year
- vi. To remove from the shelf outdated and unserviceable books if any and proposed for writing off such books at least once in two years
- vii. To propose action against misuse of library facilities, such as theft ,damage , loss of library facilities
- viii. To take surprise visit to the library and make a report to the principal to ensure proper functioning of the library
- ix. To arrange to keep the library open beyond normal working hours on demand from the members promptly

- x. To inspect and remove from the self books and such other resources, if they have not been used at least once in a period of two years
- xi. To install safety gadgets in the library such as fire extinguisher, close circuit camera etc.
- xii. Make such recommendations as are necessary for efficient and safe use of library to satisfy its member
- xiii. To ensure issue/removal of membership cards to the members within one month from the date of reopening of the college/institute
- xiv. To ensure provision of safe drinking water, ventilation, lighting and seating arrangements and ambiances so that users are satisfied in the use of library

10. Frequency of the meeting:

At least once in two months.

11. Quorum:

2/3^{rds} of the members of which attendance of the chairman and convener is mandatory.

12. Tenure of the committee:

The tenure of the committee shall be for two years.

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No.23 - Policy Document for Building Committee of Governing Body

1) Introduction :

As per the directions of AICTE it is mandatory for all the colleges/ institutes under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic administrative and financial decisions for the smooth functioning of colleges / Institutes. The Governing Body shall constitute sub committees as below.

- a) Finance Committee
- b) Building Committee
- c) Purchase Committee
- d) Staff selection Committee

Accordingly policy guidelines have been framed for the activating of the Building Committee. This committee will take care of all existing structures, buildings, instructional area and future requirement of building and other facilities.

2) Objectives:

- (a) To provide a feasible solution to all types of existing and future construction plans.
- (b) To identify optimal solution to use space and optimize service level.
- (c) To ensure cost feasibility as per budget provided.

3) Structure of the committee:

- i) Chairman: - One of the members of Governing Body of the institute.
- ii) Members Secretary - Principal
- iii) Members
 - a) Two senior faculty members preferably those having knowledge of Building Construction and Vice Principal administration
 - b) Maintenance supervisor of the institute / campus / Civil Engineer of Society

4) Frequency, Quorum and Tenure of the committee:

Frequency: The committee shall meet at least twice in a year.

Quorum : Shall be 50% of which presence of Chairman, Member Secretary and Civil Engineer is mandatory.

Tenure : Committee shall have tenure of two academic years.

5) Duties and responsibilities of the committee:

- a. To keep updated records of land available with the institute such as 7/12 abstract, N.A. order, Demarcation drawing (Index maps).
- b. To keep all record of existing buildings such as plans approved by the competent authorities (both blue print and small scale line plans) showing room wise function, size, area , room, label as required for AICTE reports etc.

- c. To keep details of required carpet / built up area for all existing courses as per AICTE norms with respect to instructional, administrative and amenities.
- d. To work out details of additional area required for proposed new courses, additional intake well in advance and preparing its appropriate estimate.
- e. To collect and comply with details about modifications /changes to be made in existing building so as take care of change in norms (if any) by AICTE with respect to buildings.
- f. To collect and comply details of constructions within existing building like partition walls, platforms, machine foundations, furniture etc. as per the need for budget provision.
- g. To Collect and comply all details about yearly maintenance works like coloring, plumbing, electrical fittings etc. along with estimate for making budgetary provisions.
- h. To put up details of all types new construction and alteration in the existing buildings, repair and maintenance etc costing more than 2 lack for approval in the Governing Body meeting of the institute for approval.
- i. The committee will also keep the continuous follow up with respect to all above construction activities so as to complete the same in time.

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No. 24 - Policy Document for Staff Selection Committee of Governing Body

1. Introduction:

Selection Committee occupies an important decision point for a smooth and uniform development of the institute. The focus of this policy document is to identify and place right person for the right job and defined level of performance measured by certain criteria of selection.

2. Objectives:

To identify resourceful and efficient workforce, to develop an organizational work culture where there is a room for every one's development.

3. There shall be Staff Selection Committee for the institute to recommend selection of following categories of staff.

- a) Teaching staff
- b) Non-teaching staff

a) Teaching Staff:

The Staff Selection Committee for the teaching staff for the post of Director, Professors, Associate Professors and Assistant Professors shall consist of the following members.

i) For Director :

- a. Chairman, Chairman of the Governing Body of the Institute.
- b. Two Vice-Chancellor's Nominees, out of whom one should be an expert
- c. One member of the Governing Body
- d. Three Experts consisting of a Director of the institute, a Professor and an accomplished educationist not below the rank of Professor (to be nominated by the Governing Body) out of panel of experts approved by the Vice-Chancellor.

ii) For Professor/Associate Professor / Assistant Professor :

- a) Chairman, Chairman of the Governing Body of the Institute.
- b) Two Vice-Chancellor's Nominees, out of whom one should be an expert
- c) Two subject experts not connected with the institute to be nominated by the Chairman of the Governing Body of the institute out of a panel of names approved by the Vice Chancellor.
- d) Director of the Institute.
- e) If the post is reserved one, the Vice Chancellor shall nominate one additional member belonging to University Reservation Cell.

[The constitution of selection committee and the cadre of teaching staff will depend upon the guidelines of the affiliating body and the apex body granting approval to the institution.)

- 1) The meeting of the staff selection committee shall normally be arranged in the month of April/May or as and when need arises.
- 2) Before the meeting of the Staff Selection Committee is organized following procedures shall be completed.
 - i. Selection of teaching posts – The vacancies shall be indentified from the roster maintained by the institute/trust before March every year.
 - ii. After identification of vacancies, qualifications and experience etc., shall be clearly noted against category of each vacant post.
 - iii. The approval of Governing Body/ Local Managing Committee shall be obtained before a request letter is sent to University for approval of the vacancies.
 - iv. A request letter shall be sent to the University for approval of the vacancies as per the roster and also the approval of the draft advertisement. The posts shall be widely advertised in at least one national and one local news paper giving fifteen days for receipt of application forms (sample format as per appendix I).
 - v. The vacancy notified shall be informed to Reservation Cell, University Employment Bureau, Social Welfare Officer, Tribal Development Directorate, Nashik Road, Tribal Development Officer, Pune, Project Officer, Sal, M.S.Co.Op.Tribal Development Corporation, Nashik.
 - vi. The candidates may apply against the posts giving their details regarding local/permanent address, date of birth, category, educational qualification, teaching/ industry experience, information about faculty development programme, Seminars, Conferences attended etc. in the prescribed application format.
 - vii. The application shall be scrutinized by the Registrar/ Office Superintendent in consultation with the Director/ Senior faculty nominated for the purpose and a list of eligible candidates shall be prepared.
 - viii. A request letter shall be sent to the University/Board for appointment of Staff Selection Committee for the teaching staff.
 - ix. After receiving the names of the experts of the panel of the staff selection committee appointed by the University/Board through a letter, a suitable date /dates shall be fixed in consultation with the staff selection committee members giving clear fifteen days notice to the eligible candidates and the members. The particulars of each candidate called for interview, in consultation with the head of the department/ Principal of the Institute shall be supplied to each member, so as to reach him/her seven days before the date of the meeting.
 - x. Call letters shall be sent to the eligible candidates under certificate of posting. The candidates shall be asked to bring their original documents with them on the date of the interview for verification.
 - xi. On the day of the interview, the candidate's original documents are verified by the registrar/ office superintendent or through a committee appointed for the purpose and placed before the selection committee to facilitate them to conduct the interview.
 - xii. The selection committee shall prepare the merit list of the selected candidates and recommend them to the University in the prescribed format within 72 hours of the meeting (see appendix .II)

- xiii. A copy of the selection committee report is retained in the institute for issuing offer of appointments/ order of appointments as a follow up action.

Local Selection Committee for filling the temporary vacancies:

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the appointing authority on the recommendation of the Principal of the institute shall fill in the temporary basis.

If the vacancy exceeds the period of a term but does not exceed more than a year, the vacancy will be filled in by the appointing authority on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the competent authority.

- a) Chairman, Chairman of the Governing Body or his nominee
- b) Principal of the Institute
- c) The senior most faculty member of the institute
- d) One expert in the subject concerned nominated by the Chairman of the Governing Body out of a panel suggested by the University.

The Principal of the institute shall be the Secretary of the committee.

b. Non-Teaching staff:

The staff selection committee for the non teaching staff shall consist of the following members.

- 1) Chairman, Chairman of the Governing Body or his nominee
- 2) Principal of the Institute
- 3) One senior most faculty member of the institute
- 4) An expert nominated by the Principal
- 5) Registrar/Office superintendent – Member Secretary

For the post of Office Superintendent,

- 1) Chairman, Chairman of the Governing Body or his nominee
- 2) Principal of the Institute
- 3) One senior most faculty member of the institute
- 4) An expert nominated by the Principal

The vacancies so identified shall be placed before the Local Managing Committee / Governing Body for their information.

- a) The posts shall be widely advertised in local news paper giving fifteen days from receipt of application forms.
- b) The candidates may apply against the posts giving their details regarding local/permanent address, date of birth, category, educational qualification and experience etc., in the prescribed application format.
- c) The application shall be scrutinized by the Registrar/Office Superintendent in consultation with the Principal/ Senior faculty nominated for the purpose and a list of eligible candidates shall be prepared.
- d) A suitable date / dates shall be fixed in the consultation of the staff selection committee members giving clear fifteen days notice to the eligible candidates and the members.

- e) Call letter shall be sent to the eligible candidates under certificate of posting. The candidates shall be asked to bring their original documents with them on the date of the interview for verification.
- f) On the day of the interview, the candidate's original documents are verified by the Registrar / Office superintendent or through a committee appointed for the purpose and placed before the selection committee to facilitate them to conduct the interview.
- g) The selection committee shall prepare the merit list of the selected candidates and recommend them to the Chairman of the Governing Body.
- h) In case of urgent needs walk-in-interview may be arranged to fill the vacancies of the non teaching posts.

Prepared by
Dr. S. M. Kelo
Principal, PREC Loni



Pravara Rural Education Society, Pravaranagar

A/P-Loni Kd, Tal-Rahata, Dist-Ahmednagar, (MS), Pin-413713

ISO 9001:2000 Certified/ Adarsha Shikshan Sanstha Award (Govt.of Maharashtra)

Soci.Reg.No.Bom-94, Ahmednagar Dated 13.3.1964

Fax : 02422-273704

B.P.T. Reg.No. F-52/Ahmednagar dated 11.8.1964

Email : secretary_pres@rediffmail.com

Ph. : 02422 - 273527, 273700, 273698

Website : www.pravarares.org.in

No. 25 - Policy Document for Publication of Technical Newsletter

1. Introduction :

Pravara Rural Education Society (PRES) is the pioneer society in rural Maharashtra to usher in technical education at all levels for Socio – Economic transformation of the rural masses. These activities were initiated by Padmabhushan Shri. Balasaheb Vikhe Patil in the year 1981 by establishing first Self financed Polytechnic College in August 1981. Over the last three decades, the technical wing of the society has established six colleges/ institutes under its domain. Rich potential of creativity and talent is available in the members of faculty, staff and students of the technical institutions. To give an opening and to tap this resource and make the same known to all under Pravara Academic Complex, Pravara Tech newsletter will be published as a quarterly. The newsletter will foster scholarly, literary and professional dialogue amongst students, staff faculty and alumni. It will include poetry, opinions, essays, columns and will give due recognition and publicity to the achievers.

2. The Objectives:

- To promote a sense of community among students, staff and faculty.
- To promote platform for discussion of issues of interest of students, staff and faculty.
- To circulate useful information to students, staff and faculty.
- To act as vehicle posting positive image for the institutes, communicate changes to students and influence changes.
- To spotlight and introduce achievers from institutes.
- To introduce new ideas, new applications, new methods, or show how to use these.
- To give a boost to different facets of the institutes.
- To provide recognition to the students, staff, faculty, parents, management for the good work they do by featuring them in the newsletter.

3. PRAVARA Tech newsletter committee shall be constituted in the following manner:

- PATRON:** Chairman of the Pravara Rural Education Society, Loni.
- PRESIDENT: Vice Chairman of the Pravara Rural Education Society, Loni**
PRES Tech wing NEWSLETTER COMMITTEE shall constitute of teachers, staff and students nominated by PRES, Loni.
- Faculty Members – 5**
 - One chief editor (from amongst the Principals)
 - Two co-editors
 - Two members

- d. Students Representatives-5 (from the colleges, institutes under Tech wing)
 - i Two from final year
 - ii One from Third year
 - iii One from Second year
 - iv One from First year
 - v One from ITI

4. Responsibilities of the committee:

- a. Printing : Chief editor and co-editors
- b. Circulation:
 - i. To all technical colleges affiliated to University/Board
 - ii. To all faculty members of all technical institute under PRES
 - iii. To library for record. (10)
 - iv. To all office bearers of Alumni Association of all technical institutes under PRES
 - v. To all Technical Colleges and Institutes and under Nagar, Nasik and Pune district.
- d. Registration: Principal and chief editor , nominated by PRES
- e. Budget : Chief editor
- f. Report : Chief editor will submit a report on quarterly basis in the fourth week of the month after the publication of the newsletter to the Registrar of news papers of India, Ministry of Information and broadcasting, R.K. Puram, New Delhi-110006.
- g. Prepare budget estimates for printing and publicity and circulation of the news letter.

5. Tenure of the members of the committee:

The patron and vice chairman shall be the ex-officio members of the Pravara Tech news letter committee. The tenure of all other members except the chief editors shall be for 4 years. The chief editor shall hold the post for 8 years.

6. Frequency of the meetings of the committee:

The committee shall meet at least once in a month.

7. Quorum

The quorum shall be five. The Chief Editor shall normally preside over the meetings of the committee.

8. Staff

The staff equipment and consumables required for the printing and publishing of the Pravara Tech newsletter may be engaged by the chief editor on part time or regular basis depending upon the scope of the work.

6. Publication of Pravara Tech wing Newsletter

Title	PRAVARA Tech Newsletter
Volume	Year wise
Issue	Quarterly
Frequency	Quarterly 1. July – September 2. October – December 3. January – March 4. April – June
Contents	1. Contribution by invitation 2. Important events of the quarter related to the institutes 3. Celebrations 4. VIP guest lectures 5. Seminars / Conferences / Workshops 6. Outbound / travelogue 7. Publications of the articles of the staff etc. 8. Student articles, poems, quote, humor, new venture, expressions, achievements, etc.
Picture Gallery	Photographs of the various events.
Funds	1. To be raised by advertisements. 2. Support from alumni association. 3. Support from management.
Disclaimer	The views expressed by the authors in the article published in the newsletter are their own. They do not necessarily reflect the views of the institute they work for or study in. The contents of the advertisements published in the Newsletter belong to the organization or their representative. The Newsletter is in no way responsible for any liability arising of the contents / text of these advertisements.

7. FORMAT FOR QUARTERLY REPORT

Chief Editor will submit a report on quarterly basis in the fourth week of the month after the publication of the Newsletter. The following format will be used for quarterly report.

Volume	Issue	Month of Publication	Copies printed	Circulated to	Total expenses
01	01			Library, Staff, Students, Technical colleges under ()	

Prepared by

Dr. S.R. Pattan
Principal, PRCOP, Loni



Pravara Rural Education Society, Pravaranagar

A/P-Loni Kd, Tal-Rahata, Dist-Ahmednagar, (MS), Pin-413713

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No. 26 - Policy Document for Scholarship Scheme for Economically Backward and Talented Students

Introduction -

The late Padmashri Dr. Vitthalrao Vikhe Patil, a humble farmer by birth, was an institution in himself and pioneered the first co-operative sugar factory in Asia. According to him co-operative movement is a tool for social, educational and economical upliftment of rural masses. He established Pravara Rural Education Society in 1964 and has left a rich legacy of the educational, social and many humanitarian initiatives. His intention was to bring primary, secondary and higher education to economically and socially backward section of the rural people.

To realize the visionary thoughts of Padmashree his worthy son padmabhushan Hon'ble Shri Balasaheb Vikhe Patil, Ex.Union minister for heavy industries and public enterprises, Govt. of India has started number of institutions in rural area in the field of engineering, technology and medical sciences .

Presently more than 40000 students are studying in these institutes at Loni , and many more in other institutions of the society in Maharashtra. It is the desire of Hon'ble Padmabhushan Shri.Balasaheb Vikhe Patil to ensure that no student from the area under the pravara academic complex is denied of persuing his/her education to the highest level, solely on the economic grounds.

Objectives:

The objective of the scheme is to identify talented students from the higher secondary to graduate level and support their keen desire to perceive higher education to the extent of such facilities available under Pravara academic complex without hindrance solely on the grounds of economical unaffordability .

Scope:

This scheme shall cover all the students under Pravara Complex having domicile of their parents at least for five years under Pravara Complex.

Students under Earn and Learn scheme will be given due weightage.

Fifty percent of the scholarships shall be made available to girl students.

Resources:

For the award of financial support funds shall be generated from following resources:

1. Donations from charitable trusts.
2. Donations from alumni association of colleges and institutions under Pravara complex.
3. Donations from N.G.O.
4. Donations from individuals or from families.
5. Donations from industries, companies, societies.

Such funds shall be kept investing in authorized banks and interest earned upon them shall only be utilized for the purpose of the scheme.

No. of scholarships and the various categories:

Sr. no	Level	No of scholarships	Amount (per programme)	Total Amount
1	Secondary	05	Rs. 10000/-	Rs. 50000/-
2	Higher secondary	05	Rs. 12000/-	Rs. 60000/-
3	I.T.I	02	Rs. 20000/-	Rs. 40000/-
4	Polytechnic	02	Rs. 40100/-	Rs. 80200/-
5	Graduation (in professional streams)	01	Rs. 42000/-	Rs. 42000/-
	Total	15		Rs. 2,72,200/-

Note:- The scholarship amount shall cover the fees of respective professional programmes.

No. of scholarships will be increased in due course of time depending upon the quantum of resources generated .

Selection procedure :

1. Wide publicity shall be given in the schools and professional institutes or colleges under Pravara academic complex in the first week of January every year. Inviting applications through the principal of respective schools and colleges .For the award of scholarships in the prescribed format as given in Annexure 1
2. The scholarship awarded shall be continued till the completion of the programme/ course.
3. The scholar has to apply for renewal of his scholarship in the beginning of every academic year after the declaration of his results.
4. It is desired that the scholar has to show good conduct and perform well in the examination.
5. The continuation of the scholarship shall solely depend upon the decision of the committee in case of unsatisfactory conduct and performance.

Repayment of scholarship amount disbursed :

The scholarship amount disbursed to the scholar shall be treated as interest free loan. The loan amount shall be repaid by the scholar per month for a period of five years. The repayment shall start one year after he starts earning .

Management of the scholarship funds :

The funds shall be managed by a committee constituting of following office bearers

1. **Chairman** : Nominee of the P.R.E.S.,Loni
2. **Member** :
 - i. Principal of secondary school nominated by P.R.E.S.,Loni
 - ii. One Principal Of higher secondary school nominated by P.R.E.S.,Loni
 - iii. Principal of I.T.I nominated by P.R.E.S.,Loni
 - iv. Principal of Polytechnic nominated by P.R.E.S.,Loni
 - v. Principal Engineering College nominated by P.R.E.S.,Loni

Conveners :

- vi. Principal of College Of Architecture nominated by P.R.E.S.,Loni
- vii. Principal Pharmacy College nominated by P.R.E.S.,Loni
- viii. Principal Business Management College nominated by P.R.E.S.,Loni

Role and responsibilities of the committees :-

1. To give wide publicity and invite applications for scholarships from needy and deserving students under Pravara Education Complex in the month of January every year.
2. To compile the applications and call the needy students for personal interview before the committee.
3. To make panel of needy students under different categories and recommend the same for approval by P.R.E.S.
4. To consider and settle grievances of scholars if any, in the regular disbursement of scholarships.
5. To appeal to potential donors for raising the funds for scholarships.
6. To invest the funds in appropriate banks/schemes to earn interests for disbursement for scholarships.
7. To arrange to carry out inspection of the transaction of the scheme by third party expert.

Frequency of the meetings : Frequency of the meeting shall be at least three times in a year or as and when required.

Quorum : The quorum shall be five of which the attendance of the Chairman and the convener is mandatory.

Tenure: The committee shall be constituted by P.R.E.S and its tenure shall be for 3 years.

Prepared By -

Prof. Suhaas Choudhari
Vice-Principal
Pravara Rural College of Architecture, Loni

Annexure I

SCHOLARSHIP APPLICATION FORM

Academic Year Of Application _____

Date of Application _____

Course Applied For _____

Name of the College Where Admitted _____

Passport size
photo

Signature

Academic Performance

SSC/HSC Board _____

Passing Year _____ SSC/HSC Seat No. _____ Marks Obtained _____

Information Regarding the Applicant:

Applicant's Name _____

Mother's Name _____ Father's Name _____

Date of Birth _____

Gender _____ Orphaned-Yes/No _____ Disabled Yes/No _____

Applicant's Annual Income Rs _____ Total Annual Income Rs _____

Income From all Sources Rs _____

(Attach copy of income certificate)

Student Prequalifying Details

Last attended school/college/Institute _____

Last Exam.Passed _____

Last Exam.Passed Year _____ Last Exam.Marks _____

Local Guardian's Address _____

Phone Nos. _____

Address for correspondence _____

Phone Nos. _____

Parents/Gardian's Permanent Address _____

Phone Nos. _____

The institution where the scholar is admitted _____

Name of the Institution _____

Course. _____

For Account Details.

Bank Name _____ Branch Name _____

Account no _____

Declaration

The information furnished by me is complete and correct. I bear the complete responsibility for all the above information provided.

Applicant's Signature _____

Parent's Signature _____

Principals's Signature _____

Recommendation of the Committee _____